



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, November 10, 2020  
11:00AM

## **MINUTES**

### **CALL TO ORDER**

Vice Chair Sharon Bonner called the Civil Service Commission Meeting to order at 11:05AM.

### **ROLL CALL**

Commission Members Present: Sharon Bonner, Erick Javaneau  
Absent: Dan Archibeque

Administrative and Civil Service Staff Members Present: Robert Jagger, Counsel for the Commission; Marisa Pacheco, HR Director; Manuel Alcala, Civil Service Administrator.

### **AMENDMENTS TO THE AGENDA**

Ms. Bonner asked if there were any amendments to the agenda.  
Amendments to the Agenda:

1. Consent Agenda item #7- T&E approval for 2 positions.
2. Regular Agenda items #5 and #6 – Certification list for 2 positions.

### **READING AND APPROVAL OF MINUTES:**

**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to dispense with the reading and approve the minutes for the October 13, 2020 regular meeting as distributed.*

*Roll Call -- Ayes: Bonner, Javaneau. Motion carried unanimously.*

CIVIL SERVICE COMMISSION MEETING MINUTES  
November 10, 2020

**CONSENT AGENDA**

The following items are considered routine by the Civil Service Commission and will be passed and approved by one motion. There will be no separate discussion of these items unless a Commissioner so requests; in which event, the item shall be removed and considered as a regular item.

1. Received and filed the following status reports on current recruitments:
  - a. **Civil Engineer / Construction** (Recruitment due to an employee separation) – The closed recruitment began on November 1, 2020 and ended on November 14, 2020. We received 0 applications as of the date this agenda was prepared. The exam was scheduled for December 7, 2020.
  - b. **Emergency Services Dispatcher** (Recruitment due to current and anticipated vacancies) – The open recruitment began on October 25, 2020 and ended on November 14, 2020. We received 71 applications as of the date this agenda was prepared. The CritiCall exam is scheduled for December 2, 2020.
  - c. **Equipment Operator II** (Recruitment due to anticipated vacancies) – The closed recruitment began on October 11, 2020 and ended on October 24, 2020. We received 1 approved application. The Commission authorized a T&E exam. The eligibility list was presented to the Commission for certification during this meeting.
  - d. **Equipment Operator IV** (Recruitment due to an employee separation and an employee transfer) – The closed recruitment began on October 11, 2020 and ended on October 24, 2020. We received 2 approved applications. The Commission authorized a T&E exam. The eligibility list was presented to the Commission for certification during this meeting.
  - e. **Fire Captain** (Recruitment due to anticipated vacancies) – The closed recruitment began on September 27, 2020 and ended on October 10, 2020. We received 28 applications and 27 were approved for the exam. The exam was administered on November 5, 2020.
  - f. **HVAC Technician** (Recruitment due to a 2020 newly established position) – The open recruitment began on September 20, 2020 and ended on October 10, 2020. We received 8 applications and 7 were approved for the exam. The exam was administered on November 4, 2020. The eligibility list was presented to the Commission for certification during this meeting.
  - g. **Office Assistant** (Recruitment due to an employee resignation) – The open recruitment began on November 1, 2020 and ended on November 21, 2020. We received 81 applications as of the date this agenda was prepared. The exam was scheduled for December 3, 2020.
  - h. **Park Caretaker II – Irrigation Specialist** (Recruitment due to anticipated vacancies) – The closed recruitment began on November 8, 2020 and ended on November 21, 2020. The exam was scheduled for December 10, 2020.

CIVIL SERVICE COMMISSION MEETING MINUTES  
November 10, 2020

**CONSENT AGENDA (CONTINUED)**

- i. **Pretreatment Manager** (Recruitment due to an employee voluntary demotion) – The open recruitment began on October 25, 2020 and ended on November 14, 2020. We received 9 applications as of the date this agenda was prepared. The exam was scheduled for November 30, 2020.
  - j. **Traffic Control Utility Worker II** (Recruitment due to an employee voluntary demotion) – The closed recruitment began on October 8, 2020 and ended on October 21, 2020. We received 2 applications and 2 were approved for the exam. The Commission authorized a T&E exam. The eligibility list was presented to the Commission for certification during this meeting.
  - k. **Traffic Engineer** (Recruitment due to an employee resignation) – The open recruitment began on September 13, 2020 and ended on October 11, 2020. We received 5 applications and 1 was approved for the exam. The Commission authorized a T&E exam. The eligibility list was presented to the Commission for certification during this meeting.
  - l. **Wastewater Electrical Specialist** (Recruitment due to an employee promotion) – The open recruitment began on October 7, 2020 and ended on November 7, 2020. We received 3 applications and 2 were approved for the exam. The Commission authorized a T&E exam. The eligibility list was presented to the Commission for certification during this meeting.
2. Ratified the Commission's letter approving a requested accommodation for the Fire Captain exam.
  3. Ratified the Commission's letters to Robin Carducci, Graciela Fernandez, Chandria Finley, Nicole Gonzales, Kendra Martinez, Christine Ortega, Desiree Robles, Elizabeth Rowley, Asia Sanders, regarding the removal of their names from the Office Assistant eligibility list.
  4. Ratified the Commission's letters to Andrew Berger, Joseph Crisp, Nicholas Eggert, Wayne Poyser Jr, regarding the removal of their names from the Police Patrol Officer eligibility list.
  5. Ratified the Commission's letters to Rodger Blatnik, Adam Combs, regarding the removal of their names from the Sweeper Operator eligibility list.
  6. Ratified the Commission's letters to Steven Bell, Joel Camp, Zebulon Clayton, Jacob Cruz, Gerald Duran, Ramon Peralta, Gerald Pino, Taylor Proud, Christopher Young, regarding the removal of their names from the Utility Worker eligibility list.
  7. Ratified the Commission's decision to conduct T&E exams on the Equipment Operator II, Equipment Operator IV, Traffic Control Utility Worker II, Traffic Engineer, and Wastewater Electrical Specialist positions.
  8. Ratified the Commission's letter to Melanie Turner, regarding the lack of jurisdiction relating to her appeal.

**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve all items on the consent agenda.*

*Roll Call—Ayes- Bonner, and Javaneau. Motion carried unanimously.*

CIVIL SERVICE COMMISSION MEETING MINUTES  
November 10, 2020

**REGULAR AGENDA**

1. Submission of the eligible list for Equipment Operator II  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Equipment Operator II*  
*Roll Call—Ayes- Bonner, and Javaneau. Motion carried unanimously.*
2. Submission of the eligible list for HVAC Technician  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of HVAC Technician*  
*Roll Call—Ayes- Bonner, and Javaneau. Motion carried unanimously.*
3. Submission of the eligible list for Traffic Engineer  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Traffic Engineer*  
*Roll Call—Ayes- Bonner, and Javaneau. Motion carried unanimously.*
4. Submission of the eligible list for Traffic Control Utility Worker II  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Traffic Control Utility Worker II*  
*Roll Call—Ayes- Bonner, and Javaneau. Motion carried unanimously.*
5. Submission of the eligible list for Equipment Operator IV  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Equipment Operator IV*  
*Roll Call—Ayes- Bonner, and Javaneau. Motion carried unanimously.*
6. Submission of the eligible list for Wastewater Electrical Specialist  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Wastewater Electrical Specialist*  
*Roll Call—Ayes- Bonner, and Javaneau. Motion carried unanimously.*

**ADMINISTRATIVE ITEMS**

1. The next regular meeting of the Civil Service Commission was scheduled for December 8, 2020, at 11:00 A.M. The meeting will be held virtually via Zoom.

**ADJOURNED - 11:12AM**

  
Commission Chair