



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, December 08, 2020
11:00AM

MINUTES

CALL TO ORDER

Chair Dan Archibeque called the Civil Service Commission Meeting to order at 11:05AM.

ROLL CALL

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

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

Mr. Archibeque asked if there were any amendments to the agenda. None were voiced.

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 November 10, 2020 regular meeting as distributed.*

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

CIVIL SERVICE COMMISSION MEETING MINUTES
December 08, 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 1 approved application. The Commission authorized a T&E exam. The eligibility list was presented to the Commission for certification during this meeting.
 - 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 97 applications and 69 were approved for the CritiCall exam. The CritiCall exam was administered on December 1st and 2nd 2020. The eligibility list was presented to the Commission for certification during this meeting.
 - c. **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 written exam was administered on November 5, 2020. The list was presented to the Commission for certification during this meeting.
 - d. **Office Assistant** (Recruitment due to current and anticipated vacancies) – The open recruitment began on November 1, 2020 and ended on November 21, 2020. We received 174 applications and 132 were approved for the exam. The exam was administered on December 3rd and 4th 2020. The list was presented to the Commission for certification during this meeting.
 - e. **Park Caretaker II - Irrigation Specialist** (Recruitment due to anticipated vacancies) – The open recruitment began on December 6, 2020 and ended on December 26, 2020. We received 0 applications as of the date this agenda was prepared. The written exam is scheduled for January 8, 2021.
 - f. **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 14 applications and 5 were approved. The Commission approved a T&E exam. The eligibility list was presented to the Commission for certification during this meeting.
2. Ratified the Commission's letters to Susie Atencio, Patricia Romero, Cheryl Whitehead regarding the removal of their names from the Accounting Technician IV eligibility list.
3. Ratified the Commissioner's letters to Daniel Gurule, Daniel McIntosh, Cade Rostad, regarding the removal of their names from the Airport Operations/Maintenance Worker eligibility list.
4. Ratified the Commission's letter to Sean Clodfelter, regarding the removal of his name from the PC/Network Technician eligibility list.

CIVIL SERVICE COMMISSION MEETING MINUTES
December 08, 2020

CONSENT AGENDA (CONTINUED)

5. Ratified the Commission's letters to Anthony Aponte, Travis Boston, Xzavior Davis, Isaac Garcia, Kelly Huntsman, Mindy McAllister, John Naylor IV, Matthew Tillman, regarding the removal of their names from the Police Patrol Officer eligibility list.
6. Ratified the Commission's letters to Robert Baker, Michael Birner, Seneca Casias, Nathan Elson, Sarah Herrera, Joseph Lucero, Alleah Pearce, regarding the removal of their names from the Utility Worker eligibility list.
7. Ratified the Commissioner's letters to Ralph Romer Jr., Eric Trujillo, regarding the removal of their names from the Wastewater Utility Worker eligibility list.
8. Ratified the Commission's decision to conduct T&E exams on the Civil Engineer/Construction, Pretreatment Manager positions.
9. Ratified the Commission's letter to Kayla Trumble, regarding the approval of her appeal allowing her to take the Emergency Services Dispatcher exam.
10. Ratified the Commissioner's letters to Jeffrey Aube, Spencer Craig, Michael Hlatki, Kenneth Kilcullen, James Richardson, Michael Tucci regarding the approval of their appeals for the Fire Captain examination.

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

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

REGULAR AGENDA

1. Submission of the eligible list for Civil Engineer/Construction
Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Civil Engineer/Construction*
Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.
2. Submission of the eligible list for Emergency Services Dispatcher
Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Emergency Services Dispatcher*
Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.
3. Submission of the eligible list for Fire Captain
Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Fire Captain*
Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.

CIVIL SERVICE COMMISSION MEETING MINUTES
December 08, 2020

REGULAR AGENDA (CONTINUED)

4. Submission of the eligible list for Office Assistant
Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Office Assistant*
Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.

5. Submission of the eligible list for Pretreatment Manager
Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Pretreatment Manager*
Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.

ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for January 12, 2021 at 11:00 A.M. The meeting will be held virtually via Zoom.

ADJOURNED - 11:11AM



Commission Chair