



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, February 09, 2021  
11:00 AM

*Individuals requiring special accommodations should notify the Civil Service Commission Office (719) 553-2635 by noon on the day preceding the meeting.*

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Tuesday, January 12, 2021.

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, January 12, 2021 as distributed.

## **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. Receive and file the following status reports on current recruitments:

- Accounting Technician IV** – (Recruitment due to an employee promotion) – The closed recruitment began on December 15, 2020 and ended on December 28, 2020. We received 1 approved application for the exam. The written exam was administered on January 14, 2021. The eligibility list will be presented to the Commission for certification during this meeting.
- Civil Engineer / Public Works** – (Recruitment due to an employee promotion) – The open recruitment began on January 29, 2021 and ends on February 18, 2021. We received 1 application as of the date this agenda was prepared. The exam is scheduled for March 5, 2021.
- Emergency Medical Officer** – (Recruitment due to existing and anticipated vacancies) – The closed recruitment began on January 17, 2021 and ended on January 30, 2021. We received 8 applications, and all were approved. The exam is scheduled for February 17, 2021.
- Fire Engineer** – (Recruitment due to existing and anticipated vacancies) – The closed recruitment began on January 17, 2021 and ended on January 30, 2021. We received 8 applications, and all were approved. The exam is scheduled for March 4, 2021.
- Food Systems Strategist** – (Recruitment due to a new 2021 position) – The open recruitment began on January 29, 2021 and ends on February 18, 2021. We received 3 applications as of the date this agenda was prepared. The exam is scheduled for March 5, 2021.

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**CONSENT AGENDA (CONTINUED)**

- f. Program Coordinator (Horticulture)** – (Recruitment due to new 2021 position) – The open recruitment began on January 22, 2021 and ends on February 11, 2021. We received 5 applications as of the date this agenda was prepared. The exam is scheduled for February 26, 2021.
  - g. Wastewater Electrical Specialist** – (Recruitment due to an employee promotion) – The Open recruitment began on January 31, 2021 and ends on February 28, 2021. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for March 19, 2021.
  - h. Wastewater Utility Worker IV** – (Recruitment due to multiple vacancies) – The closed recruitment began on January 29, 2021 and ends February 11, 2021. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for March 1, 2021.
2. Ratify the Commission’s letters to Elayne Cotton, Chad Figgins, Myriah Moreno, Fred Ramsey and Isaiah Urioste regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
  3. Ratify the Commission’s letters to Karen Dykes, Rebecca Packard and Christine Reyes regarding the removal of their names from the Office Assistant eligibility list.
  4. Ratify the Commission’s letters to Charles Heberd and Paul Nyman regarding the removal of their names from the Police Patrol Officer eligibility list.
  5. Ratify the Commission’s letter to Jacob Aragon, Abram Cutter, Justin Martinez and Ralph Romero Jr regarding the removal of their names from the Utility Worker eligibility list.
  6. Ratify the Commission’s letter to Alexandria Drake regarding the rejection of her appeal regarding the removal of her name from the Police Patrol Officer eligibility list.
  7. Ratify the Commission’s letter to Anthony Hopkins regarding the removal of his name from the Pretreatment Manager eligibility list.
  8. Ratify the Commission’s letter to James Riddell regarding the placement of his name on the Emergency Medical Officer, Firefighter and Fire Inspector re-employment lists.

**Commission Action:** Approve/disapprove all items on the Consent Agenda.

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**REGULAR AGENDA**

1. Submission of the eligible list for Accounting Technician IV  
**Commission Action:** Approve and certify the eligible list for the class title of Accounting Technician IV.

**ADMINISTRATIVE ITEMS**

1. Set the date for the March 2021 Civil Service Commission Meeting.

**ADJOURN**