



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, January 12, 2021
11:00AM

MINUTES

CALL TO ORDER

Vice-Chair Sharon Bonner called the Civil Service Commission Meeting to order at 11:08AM.

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. Commissioner Javaneau requested a change.

In light of recent events, Erick Javaneau requested that the HR and Police Departments provide a report on officer selection and hiring practices. Bob Jagger recommended that Javaneau issue a written request through the Civil Service Office so it can be placed on the agenda and discussed by the Commission as a whole during the next meeting.

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 December 8, 2020 regular meeting as distributed.*

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

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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. **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 24 applications and 5 were approved for the exam. The written exam was administered on January 8, 2021. The eligibility list was presented to the Commission for certification during this meeting.
 - b. **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. The written exam was scheduled for January 14, 2021.
2. Ratified the Commission's letters to Kelly Adame, Antoinette Benevidez, Rosalie Perez, regarding the removal of their names from the Accounting Technician IV eligibility list.
3. Ratified the Commission's letters to Austin Kahr, Anthony Lucero, Ricardo Martinez, Richard Smith, Joseph Trujillo, Walter Wright, regarding the removal of their names from the Airport Operations/Maintenance Worker eligibility list.
4. Ratified the Commission's letters to Monica Becker, Jessie Maes, Carla Padilla, regarding the removal of their names from the Parts Clerk eligibility list.
5. Ratified the Commission's letters to Jose Amezcuita, Diego Arellanes, Jacob Armstrong, Joshua Cabello, Michael Cardenas, Anthony Cash, Mark Cha-Perez, Brady Chauvin, Branden Chavez, Mistie Dennis, Robert Flores, Jonathan Ford, , Sage Friel, Cesar Garces, Adrien Gonzalez, Clifford Horn, Cameron KondeLa, Coty Marshburn, Kelsey Million, Mary O'Hara, Randolph Ortiz, Raul Pineda, Jerad Renteria, Michael Resendez, Robert Rudnik, Matthew Sargent, Trevor Schimel, Brad Stanley, Dillon Stinette, Jaclyn Sullivan, Antonio Treadway, Jordan Trujillo, Mitchel Upton, Jesus Varela, Jared Vigil, Patrick Vigil, Eric Williams, Michael Williams Jr., Caleb Wilson, Joshua Yonker, regarding the removal of their names from the Police Patrol Officer eligibility list.
6. Ratified the Commission's letter to Lauren Trapp, regarding the removal of her name from the Pretreatment Manager eligibility list.
7. Ratified the Commission's letters to Ronald Adams, regarding the removal of his name from the Wastewater Electrical Specialist eligibility list.
8. Ratified the Commission's letter to Phillip Chipunov, regarding the rejection of his appeal regarding the rejection of his application for the Park Caretaker II – Irrigation Specialist examination.
9. Ratified the Commission's letter to Jaclyn Sullivan, regarding the rejection of her appeal regarding the removal of her name from the Police Patrol Officer eligibility list.

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CONSENT AGENDA (CONTINUED)

10. Ratified the Commission's letter to Sabrina Conant regarding the placement of her name on the Emergency Services Dispatcher re-employment list.

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.

REGULAR AGENDA

1. Submission of the eligible list for Park Caretaker II – Irrigation Specialist

Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Park Caretaker II – Irrigation Specialist*

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

ADMINISTRATIVE ITEMS

1. Alcalá presented the 2020 end-of-year report.
- a. COVID-19 Mitigation Efforts. As previously reported, Alcalá reaffirmed the Office's commitment to safety during the present pandemic. He summarized the precautions taken to guard employees and the public against infection, including most recently purchasing an air purifier for the exam room.
 - b. 2020 Applications – Alcalá said we had 10% less applicants than our 5-yr average. He indicated that 2020 was not a good year to establish trends due to the challenges brought upon by the pandemic. He attributed the increase of lost applicants early in the process to a healthy unemployment package offered by the government, as relief to the pandemic. He speculated that many individuals only applied because they needed to make contacts for unemployment. In relation to metrics, Alcalá reported that the office now collects data by class title, department, and bargaining unit to get a fuller picture of the Civil Service operation. He provided slides showing our internal customers by number of applications.
 - c. Equal Employment Opportunity (EEO) – Alcalá provided information relating to minority and female applicants and where they fall out of the process. The data shows that minorities and females are primarily lost due to incomplete applications and failure to appear at the exam. Alcalá emphasized that much follow up is being done in an attempt to engage applicants and that perhaps a change in approach should be explored. He said that another big factor for the lack of interest is the salaries, but that factor is out of Commission control.
 - d. Unfinished Business and Plans for 2021 – Alcalá reported three areas that were planned for 2020 but were not completed. (1) Remote testing is in the final stage of implementation and may be completed in January or February 2021. (2) The Firefighter physical ability test has not been finalized. A formal CPAT proposal will be

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presented for Commission approved before administering the exam. (3) Alcalá stated that the rule revision taskforce took a back seat in 2020. He plans to get this project off the ground in 2021.

- e. Plans for 2021 – Aside from completing the unfinished business, Alcalá said the Office plans to (1) initiate the bidding process for entry-level police and fire exams; (2) pursue paperless Commission meetings; and (3) refine office procedures. Alcalá said that since the latter part of 2019 we have made many process changes, including with the way we administer exams. He indicated that we need to revisit/address some procedures. Alcalá said, for example, that we don't have an established process for handling unbiased second opinions for candidate psychological exams. Commissioner Javaneau asked, "how do we decide which report is more valid?" and "Who would be the decision maker and on what basis?" Jagger also asked how we would pay for these exams. Alcalá replied that those were all valid questions that need to be addressed. Alcalá said that we had similar issues in the past when polygraphs were considered exams. It was a lot easier then because we had two different vendors we could trust to be neutral parties. The issue here is that we only have one vendor, Psychological Dimensions, so there are concerns regarding neutrality of second opinions. If the applicant pays for a second opinion and attaches that report to their appeal, the assumption is that the psychologist actually works for the applicant. Commissioner Javaneau stated that we needed to come up with a procedure that safeguards City interests. Jagger said that the applicant will have to show how the decision of the psychologist was arbitrary. Jagger added that this is a common issue and recommended to review our processes and maybe make changes based on the industry standard in other similar-size jurisdictions. Alcalá stated that he also has concerns about sharing certain information, but he also knows that appellants need to the reasons for the rejection. On the other hand, giving appellants information or their full report increases the chance for liability. We have to find out what the best practices are in this and other areas.
2. The next regular meeting of the Civil Service Commission was scheduled for February 9, 2021 at 11:00 A.M. The meeting will be held virtually via Zoom.

ADJOURNED – 11:41AM


Commission Chair