

# PUEBLO

CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – INTERIM CITY HALL  
301 W. “B” STREET  
TUESDAY, JANUARY 10, 2012  
5:30 PM

*Individuals Requiring Special Accommodations Should Notify the Civil Service Commission Office (719) 553-2635 by Noon on the Monday Preceding the Meeting.*

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Tuesday, December 13, 2011

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, December 13, 2011 as distributed.

## CONSENT AGENDA

The following items are considered to be 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:
  - a. HR Analyst - (Recruitment due to new position in 2012 staffing) – The written examination was held on January 6, 2012. The eligible list for this position will be signed at this meeting.
  - b. Land Use Technician - (Recruitment due to promotion) - The written examination will be held on January 10, 2012.
  - c. Stormwater Crew Leader – (Recruitment due to employee demotion) – The internal recruitment began on December 11, 2011 and ended on January 2, 2012. We received 13 applications for this position and eight were approved. Written and performance examinations will be held in the near future.
  - d. Emergency Medical Officer - (Recruitment required every year per Civil Service Rule 29) – The internal recruitment began on December 18, 2011 and ends on January 15, 2012. At the time of this agenda, we had received one application for this position.

## CONSENT AGENDA

- e. Fire Engineer - (Recruitment required every year per Civil Service Rule 29) – The internal recruitment began on December 18, 2011 and ends on January 15, 2012. At the time of this agenda, we had received three applications for this position.
2. Ratify the Commission's letter to Adrienne Long regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
3. Ratify the Commission's letter to Elizabeth Gunn regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
4. Ratify the Commission's letter to Becki Caffey regarding the removal of her name from the Emergency Services Dispatch Supervisor eligibility list.

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

## REGULAR AGENDA

1. Submission of the eligible list for HR Analyst.

**Commission Action:** Approve and certify the eligible list for the class title of HR Analyst.

2. Determine the method of examination for the classification of WW SCADA Coordinator.

**Commission Action:** Establish the method of examination for the classification of WW SCADA Coordinator.

## ADMINISTRATIVE ITEMS

### A. **Administrative Items.**

1. Set the date for the February 2012 Civil Service Commission Meeting.

**INFORMATIONAL ITEMS**

**B. Informational Items.**

1. Handouts

**ADJOURN**