



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, March 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, February 9, 2021.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, February 9, 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 open recruitment began on February 12, 2021 and ended on March 4, 2021. We received 28 applications as of the date this agenda was prepared. The exam is scheduled for March 19, 2021.
- Associate Engineer I (Stormwater)** – (Recruitment due to a new 2021 position) – The closed recruitment began on February 26, 2021 and ends on March 11, 2021. We received 1 application as of the date this agenda was prepared. The exam is scheduled for March 29, 2021.
- Civil Engineer / Public Works** – (Recruitment due to an employee promotion) – The open recruitment began on January 29, 2021 and ended on February 18, 2021. We received 2 applications, and 1 was approved. The Commission authorized a T&E exam. The eligibility list will be presented to the Commission for certification during this meeting.
- 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 was administered on February 26, 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 was administered on March 4, 2021.

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(CONSENT AGENDA CONTINUED)

- f. Food Systems Strategist** – (Recruitment due to a new 2021 position) – The open recruitment began on January 29, 2021 and ended on February 18, 2021. We received 12 applications, and 1 was approved. The Commission authorized a T&E exam. The eligibility list will be presented to the Commission for certification during this meeting.
 - g. Pretreatment Manager** – (Recruitment due to an employee voluntary demotion) – The open recruitment began on February 26, 2021 and ends March 18, 2021. We received 2 applications as of the date this agenda was prepared. The exam is scheduled for March 31, 2021.
 - h. Program Coordinator (Horticulture)** – (Recruitment due to new 2021 position) – The open recruitment began on January 22, 2021 and ended on February 11, 2021. We received 9 applications, and 2 were approved. The Commission authorized a T&E exam. The eligibility list will be presented to the Commission for certification during this meeting.
 - i. Stormwater Coordinator** – (Recruitment due to an employee promotion) – The open recruitment began on February 12, 2021 and ended on March 4, 2021. We received 3 applications as of the date this agenda was prepared. The exam is scheduled for March 19, 2021.
 - j. Traffic Control Supervisor** – (Recruitment due to an employee resignation) – The closed recruitment began on February 26, 2021 and ends March 11, 2021. We received 1 application as of the date this agenda was prepared. The exam is scheduled for March 29, 2021.
 - k. Wastewater Electrical Specialist** – (Recruitment due to an employee promotion) – The Open recruitment began on January 31, 2021 and ends March 21, 2021. We received 2 applications as of the date this agenda was prepared. The exam is scheduled for April 2, 2021.
 - l. Wastewater Utility Worker IV** – (Recruitment due to multiple vacancies) – The open recruitment began on February 14, 2021 and ends March 13, 2021. We received 7 applications as of the date this agenda was prepared. The exam is scheduled for March 24, 2021.
2. Ratify the Commission’s letter to Maria Vigil-Mondragon regarding the removal of her name from the Accounting Technician IV eligibility list.
 3. Ratify the Commission’s letters to Travis Arguello, Adam Avina, Yeonsu Cauthen, Taylor Connell, Seth Dolan, Vanessa Gallegos, regarding the removal of their names from the Laboratory Pretreatment Specialist eligibility list.
 4. Ratify the Commission’s letters to Apryl Barela, Cynthia Byrd, Poppy Plowman, Gabriel Torres, regarding the removal of their names from the Office Assistant eligibility list.
 5. Ratify the Commission’s letter to Anthony Pemberton, regarding the removal of his name from the Park Caretaker II – Irrigation Specialist eligibility list.
 6. Ratify the Commission’s letters to Joshua Gusler, David Paterniti, regarding the removal of their names from the Pretreatment Manager eligibility list.

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7. Ratify the Commission's letters to Max Engler, Daniel Johnson, regarding the removal of their names from the Utility Worker eligibility list.
8. Ratify the Commission's letter to Joseph Sheltrow regarding the placement of his name on the WWTP Senior Mechanic re-employment list.
9. Ratify the Commission's decision to conduct T&E exams on the Civil Engineer / Public Works, Food Systems Strategist, and Program Coordinator – Horticulture positions.

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

REGULAR AGENDA

1. Request from the Fire Department relating to the Candidate Physical Ability Test (CPAT)
Commission Action: Approve or disapprove the request from the Fire Department.
2. Submission of the eligible list for Civil Engineer – Public Works
Commission Action: Approve and certify the eligible list for the class title of Civil Engineer – Public Works.
3. Submission of the eligible list for Food Systems Strategist
Commission Action: Approve and certify the eligible list for the class title of Food Systems Strategist.
4. Submission of the eligible list for Program Coordinator - Horticulture
Commission Action: Approve and certify the eligible list for the class title of Program Coordinator – Horticulture.

ADMINISTRATIVE ITEMS

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

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