



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, February 9, 2021  
11:00AM

## **MINUTES**

### **CALL TO ORDER**

Chair Dan Archibeque called the Civil Service Commission Meeting to order at 11:02AM.

### **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 January 12, 2021 regular meeting as distributed.*

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

CIVIL SERVICE COMMISSION MEETING MINUTES  
February 9, 2021

**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. **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 was presented to the Commission for certification during this meeting.
  - b. **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 1 application as of the date this agenda was prepared. The exam is scheduled for March 5, 2021.
  - c. **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.
  - d. **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.
  - e. **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 3 applications as of the date this agenda was prepared. The exam is scheduled for March 5, 2021.
  - f. **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 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 ended 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 ended February 11, 2021. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for March 1, 2021.
2. Ratified 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.

### CONSENT AGENDA (CONTINUED)

3. Ratified 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. Ratified the Commission's letters to Charles Heberd and Paul Nyman regarding the removal of their names from the Police Patrol Officer eligibility list.
5. Ratified 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. Ratified 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. Ratified the Commission's letter to Anthony Hopkins regarding the removal of his name from the Pretreatment Manager eligibility list.
8. Ratified 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:** *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 Accounting Technician IV

**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Accounting Technician IV*

*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 March 9, 2021 at 11:00 A.M. The meeting will be held virtually via Zoom.

**ADJOURNED - 11:06AM**

  
Commission Chair