



**CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS  
DECEMBER 13, 2011  
5:30 P.M.**

**MINUTES**

**CALL TO ORDER**

Chairman Dan Archibeque called the Civil Service Commission Meeting to order.

**ROLL CALL**

**Commission Members Present:** Dan Archibeque, Guy Kennedy, Sharon Bonner

**Administrative and Civil Service Staff Members Present:** Counsel for the Commission Robert Jagger, Interim Deputy City Manager Jenny Eickelman, HR Analyst Manual Alcala, Civil Service Administrator Toni Selman, and Secretary Lynne Huskins.

**Other Interested Parties:** Assistant CM for Development Services Jeff Bailey, Land Use Technician Brenda Armijo.

**AMENDMENTS TO AGENDA**

Mr. Archibeque asked if there were any amendments to the agenda. None were voiced.

**READING AND APPROVAL OF MINUTES**

Mr. Kennedy seconded by Ms. Bonner moved to dispense with the reading and approve the minutes of the regular meetings dated Tuesday, November 8, 2011 and Monday, November 21, 2011 as distributed.

Roll Call -- Ayes: Kennedy and Bonner. Motion carried unanimously.

**CONSENT AGENDA**

**STATUS REPORT OF CURRENT RECRUITMENTS**

The Commission received and filed the following status report on current recruitments:

- a. HR Analyst - (Recruitment due to new position in 2012 staffing) – We received 59 applications for this position, and three were accepted. The examination type for this position will be determined at this meeting.
- b. Land Use Technician - (Recruitment due to promotion) - We received two applications for this position, and both were approved. The examination type for this position will be determined at this meeting.

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**CONSENT AGENDA**

**COMMUNICATIONS**

1. Ratify the Commission's letter to Jake O'Neill regarding the removal of his name from the Recreation Supervisor eligibility list.
2. Ratify the Commission's letter to Betty Jo Aragon regarding the lack of Commission jurisdiction regarding her request of an explanation as to why the class specification for HR Analyst was changed.
3. Ratify the Commission's letter to Shauna Vucetich regarding the rejection of her objection regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
4. Ratify the Commission's letter to Beau Burros regarding the removal of his name from the Recreation Supervisor eligibility list.
5. Ratify the Commission's letter to Amonda Garcia regarding the removal of her name from the Clerk Typist eligibility list.
6. Ratify the Commission's letter to Michal Hughes regarding the removal of his name from the Recreation Supervisor eligibility list.
7. Ratify the Commission's letter to Jeffrey Rechner regarding the removal of his name from the Recreation Supervisor eligibility list.
8. Ratify the Commission's letter to Tanya Gurule regarding the rejection of her objection to allow her to take the HR Analyst examination.
9. Ratify the Commission's letter to Kathy Benz regarding the rejection of her objection to allow her to take the HR Analyst examination.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve all items on the Consent Agenda.

Roll Call -- Ayes: Archibeque, Kennedy and Bonner. Motion carried unanimously.

**REGULAR AGENDA**

1. Discussion was held to determine the method of examination for the classification of HR Analyst. Mr. Archibeque asked Ms. Selman to provide the Commission with some background information. Ms. Selman stated that based on the direction that the Commission has indicated in the past few months on how it would like to proceed with regards to future testing, it was determined that the Commission would provide direction on which type of test would be given for each classification. She further stated that there are two different types of classification on the agenda tonight that the Commission needs to determine the testing method. On the basis of the classification for HR

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Analyst, Ms. Selman recommended that a written examination be prepared. Mr. Archibeque stated that based on recent discussions the Commission has held, there will be more classifications in the future where written examinations as opposed to T&E examinations will be utilized.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve the use of a written examination for the classification of HR Analyst.

Roll Call -- Ayes: Archibeque, Kennedy and Bonner. Motion carried unanimously.

2. Determine the method of examination for the classification of Land Use Technician. Ms. Selman stated this position is at the level of a technician/entry-level professional and in this case she would also suggest that a written examination be conducted.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve the use of a written examination for the classification of Land Use Technician.

Roll Call -- Ayes: Archibeque, Kennedy and Bonner. Motion carried unanimously.

Mr. Jagger wanted to clarify for the record that the examinations that will be prepared for the above-listed positions will be prepared in the same methods as in the past and applied with the same standards of 70% as the passing percentage, and the written exam will be the only testing protocol for these two positions. Ms. Selman said that will be the case.

**ADMINISTRATIVE ITEMS**

1. The next regular meeting of the Civil Service Commission was scheduled for January 10, 2012 at 5:30 p.m. The meeting will be held in the interim City Council Chambers, 301 W. "B" Street.

**INFORMATIONAL ITEMS**

1. The Commission received their handouts

**ADJOURN – 5:32 p.m.**

  
Chairman