



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, April 14, 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, March 9, 2021.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, March 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 31 applications and 16 were approved for the exam. The exam was administered on March 19, 2021. The eligibility list will be presented to the Commission for certification during this meeting.
- Associate Engineer I (Stormwater)** – (Recruitment due to a new 2021 position) – The open recruitment began on March 14, 2021 and ended on April 3, 2021. We received 6 applications, and 2 were approved for the exam. 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 for the exam. The exam was administered on February 26, 2021. The eligibility list will be presented to the Commission for certification during this meeting.
- 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 for the exam. The exam was administered on March 4, 2021. The eligibility list will be presented to the Commission for certification during this meeting.

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(CONSENT AGENDA CONTINUED)

- e. Parts Clerk** – (Recruitment due to an employee resignation) – The open recruitment began on April 9, 2021 and ends on April 29, 2021. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for May 14, 2021.
 - f. Police Patrol Officer** – (Recruitment due to existing vacancies) – The open recruitment began on March 12, 2021 and ended on April 11, 2021. We received 109 applications as of the date this agenda was prepared. The exam is scheduled for April 26, 2021.
 - g. Pretreatment Manager** – (Recruitment due to an employee voluntary demotion) – The open recruitment began on February 26, 2021 and ended March 18, 2021. We received 5 applications and 1 was approved for the exam. The Commission authorized a T&E exam. The eligibility list will be presented to the Commission for certification during this meeting.
 - h. Senior Planner** – (Recruitment due to employee resignation) - The closed recruitment began on March 24, 2021 and ended on April 6, 2021. We received 1 application and it was approved for the exam. The Commission authorized a T&E exam. The eligibility list will be presented to the Commission for certification during this meeting.
 - i. Senior WWTP Maintenance Mechanic** – (Recruitment due to employee resignation) – The closed recruitment began on March 11, 2021 and ended on March 24, 2021. We received 2 applications, and both were approved for the exam. The Commission authorized a T&E exam. The eligibility list will be presented to the Commission for certification during this meeting.
 - j. Traffic Control Supervisor** – (Recruitment due to an employee resignation) – The closed recruitment began on February 26, 2021 and ended March 11, 2021. We received 1 application and it was approved for the exam. The Commission Authorized a T&E exam. The eligibility list will be presented to the Commission for certification during this meeting.
2. Ratify the Commission’s letter to John Howes, regarding the removal of his name from the Civil Engineer – Public Works eligibility list.
 3. Ratify the Commission’s letters to Susan Henderson, Ana Maravi-Loli, Frances Nelson, Leah Pulsifer, Mauraka Smith, Thomas Smith, regarding the removal of their names from the Office Assistant eligibility list.
 4. Ratify the Commission’s letter to Bobby Adkins Jr, Paul Aragon, Wilfredo Calderon, Joel Camp, Michael Marquez, Charles Maucione, Daniel McIntosh, William Moody, Romar Pena, Gary Watson, regarding the removal of their names from the Parts Clerk eligibility list.
 5. Ratify the Commission’s letter to William Gronholm, regarding the approval of his objections to the conduct of the Fire Engineer exam, and approving the issue of scratch paper, formulas, and hand-held calculators during future Fire Engineer exams.
 6. Ratify the Commission’s letter to Jose Hernandez, regarding the rejection of appeal regarding being allowed to take the Police Patrol Officer exam.
 7. Ratify the Commission’s letter to Wolfgang Weider regarding the approval of his appeal regarding being allowed to take the Accounting Technician IV exam.

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8. Ratify the Commissioner's letter to Alyssa Arsenault regarding the placement of her name on the Emergency Services Dispatcher reemployment list.
9. Ratify the Commission's letter to Alan Lamberg regarding the placement of his name on the Senior Planner reemployment list.
10. Ratify the Commission's decision to conduct T&E exams on the Associate Engineer I – Stormwater, Pretreatment Manager, Senior Planner, Senior WWTP Maintenance Mechanic, and Traffic Control Supervisor positions.

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

REGULAR AGENDA

1. Submission of the eligible list for Accounting Technician IV
Commission Action: Approve and certify the eligible list for the class title of Accounting Technician IV.
2. Submission of the eligible list for Associate Engineer I - Stormwater
Commission Action: Approve and certify the eligible list for the class title of Associate Engineer I - Stormwater.
3. Submission of the eligible list for Emergency Medical Officer
Commission Action: Approve and certify the eligible list for the class title of Emergency Medical Officer.
4. Submission of the eligible list for Fire Engineer
Commission Action: Approve and certify the eligible list for the class title of Fire Engineer.
5. Submission of the eligible list for Pretreatment Manager
Commission Action: Approve and certify the eligible list for the class title of Pretreatment Manager.
6. Submission of the eligible list for Senior Planner
Commission Action: Approve and certify the eligible list for the class title of Senior Planner.
7. Submission of the eligible list for Senior WWTP Maintenance Mechanic
Commission Action: Approve and certify the eligible list for the class title of Senior WWTP Maintenance Mechanic.
8. Submission of the eligible list for Traffic Control Supervisor
Commission Action: Approve and certify the eligible list for the class title of Traffic Control Supervisor.

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ADMINISTRATIVE ITEMS

1. Set the date for the retreat and the May 2021 Civil Service Commission Meeting.

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