



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, March 09, 2021  
11:00AM

## **MINUTES**

### **CALL TO ORDER**

Chair Dan Archibeque called the Civil Service Commission Meeting to order at 11:01AM.

### **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 February 09, 2021 regular meeting as distributed.*

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

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**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 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 was scheduled for March 19, 2021.
  - b. **Associate Engineer I (Stormwater)** – (Recruitment due to a new 2021 position) – The closed recruitment began on February 26, 2021 and ended on March 11, 2021. We received 1 application as of the date this agenda was prepared. The exam was scheduled for March 29, 2021.
  - c. **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 was presented to the Commission for certification during this meeting.
  - d. **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.
  - e. **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.
  - 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 was 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 ended March 18, 2021. We received 2 applications as of the date this agenda was prepared. The exam was 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 was presented to the Commission for certification during this meeting.

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**(CONSENT AGENDA CONTINUED)**

- 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 was scheduled for March 19, 2021.
  - 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 as of the date this agenda was prepared. The exam was scheduled for March 29, 2021.
  - k. **Wastewater Electrical Specialist** – (Recruitment due to an employee promotion) – The Open recruitment began on January 31, 2021 and ended March 21, 2021. We received 2 applications as of the date this agenda was prepared. The exam was scheduled for April 2, 2021.
  - l. **Wastewater Utility Worker IV** – (Recruitment due to multiple vacancies) – The open recruitment began on February 14, 2021 and ended March 13, 2021. We received 7 applications as of the date this agenda was prepared. The exam was scheduled for March 24, 2021.
2. Ratified the Commission’s letter to Maria Vigil-Mondragon regarding the removal of her name from the Accounting Technician IV eligibility list.
  3. Ratified 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. Ratified 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. Ratified the Commission’s letter to Anthony Pemberton, regarding the removal of his name from the Park Caretaker II – Irrigation Specialist eligibility list.
  6. Ratified the Commission’s letters to Joshua Gusler, David Paterniti, regarding the removal of their names from the Pretreatment Manager eligibility list.
  7. Ratified the Commission’s letters to Max Engler, Daniel Johnson, regarding the removal of their names from the Utility Worker eligibility list.
  8. Ratified the Commission’s letter to Joseph Sheltrou regarding the placement of his name on the WWTP Senior Mechanic re-employment list.
  9. Ratified 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:** *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.*

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**REGULAR AGENDA**

1. Request from the Fire Department relating to the Candidate Physical Ability Test (CPAT)

Manuel Alcala said that since 2005, the City and the Commission have recognized that a valid CPAT certification is a requirement for all applicants appointed to the entry level Firefighter classification. Under current process, candidates are required to present a valid CPAT at interview. Any candidate who does not present a valid CPAT at that time is disqualified and removed from the eligible list.

Alcala stated that the Fire Department continues to support the CPAT certification requirement but also wants to itself become an entity that can issue a valid CPAT certificate that is recognized by the Commission. To this end, the department partnered with IAFF Local #3 to purchase the required equipment, has become licensed by the IAFF to administer the CPAT, and has identified potential CPAT proctors.

He indicated that this proposal is a recruiting initiative and a cost-saving measure for our local applicant pool. If approved, the CPAT would be made available to all Firefighter eligible candidates free of charge, eliminating the burden of having to travel and pay approximately \$135 for the exam.

Because the Commission is the sole judge of the qualifications of all applicants, the Fire Department is requesting approval by the Commission for acceptance of valid CPAT certificates which the Department may issue under the license.

To address the question of validity, Alcala said that at the Civil Service Office we have (1) a transportability study demonstrating that the Firefighter essential functions are adequately represented by the different CPAT components; (2) historical job descriptions showing that there are no significant changes to the Firefighter essential functions since the transportability study was conducted; and a copy of a current CPAT license from the IAFF that authorizes the department to use the CPAT for candidate testing.

In relation to cost, Alcala said there are no budgetary implications to the Commission since the Fire Department has obtained all required equipment. He said the Fire Department is committed to staffing all aspects of the CPAT and plans to use department employees to serve as examiners. Enough employees have already volunteered to help, and the IAFF has allowed current certified proctors to serve as trainers for new proctors. Successful administration of this test will require approximately 18 employees. Based on a cut-off time of 10 minutes and 20 seconds, it is anticipated that the department will be able to test between 50-60 candidates per workday.

Alcala described the proposed process. He said that under this proposal, the City will continue to require a valid CPAT certificate at time of interview. After certification of the eligible list but before the job interview, the Fire Department will offer CPAT tests in accordance with the CPAT manual and the issued license and Civil Service will provide oversight of the process. The CPAT will be offered annually to all eligibles invited to interview and local certificates will be issued to those who pass the test. The HR

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**REGULAR AGENDA (CONTINUED)**

Department will accept department certificates along with certificates from other licensed agencies. Only applicants who provide a valid CPAT certificate will be admitted to the job interview.

Alcala said that the proposal presented here is preferred as opposed to administering the CPAT before certifying the list. As noted, administering the CPAT before the written exam would require a significant number of Fire Department employees for up to a week. Joey Gutierrez, Local union president, cautioned that this would create additional expense to the department to backfill the on-duty personnel being used for the CPAT. He said that not backfilling these positions would “leave the City with unsafe coverage”, which equates to “possible loss of life for citizens and creates a more dangerous environment for an already dangerous profession.” Mr. Gutierrez also had concerns with excessive wear and tear of equipment that leads to increased replacement costs if the CPAT is administered prior to the written exam. The Fire Chief concurs with this assessment and thinks that administering the CPAT after certification of the list is more practical, safe and cost effective.

Alcala reiterated that the proposal continues the current process of requiring Firefighter candidates to present a valid CPAT certificate at time of interview, and said that what is being requested of the Commission is approval to allow acceptance of valid CPAT certifications that the Fire Department may issue.

Alcala recommended approval of this request subject to the conditions and requirements of the exam administration process that are outlined here.

Dan Archibeque wanted to hear from the Fire Chief and ask if she had a discussion with the president of the fire union about his staffing concerns.

Barb Huber, Fire Chief, spoke and stated that she holds regular meetings with the union and that they were in agreement that the staffing issue is a challenge since they were not anticipating the number of employees it would take to run the CPAT. She said that it would be advantageous to minimize the number of committed employees on a given time for the reasons given. Archibeque asked if the union president was more understanding since they had that discussion. Chief Huber said it is less of an issue and they had come to an agreement that if they tested after certification of the list, they would be able to test the top 75 candidates, which would take about one day instead of five days to a week.

Archibeque asked if the union had a representative in attendance today. The Chief asked Alcala if anyone from the Union was invited to the meeting. Alcala stated that he did not think so. The Chief offered to have a representative meet with a union representative to answer questions. Javaneau said that he thought it was a good idea. He thought it was a valid plan, but that Joey had raised valid issues such as the wear and tear of the equipment. The Chief said that they had addressed that issue, hence the plan to do testing after the certification of the list as opposed to before. The Chief said that after speaking with the union, the concerns were raised about the equipment and staffing over several days. She said that what is being presented is the way the

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**REGULAR AGENDA (CONTINUED)**

union recommended. Alcalá echoed the Chief's comments by reiterating that prior to bringing this proposal in front of them the union and the Chief had met and the union had the opportunity to voice their concerns. He said that the original plan was to test candidates prior to the written exam, which meant that we would have to test an average of 372 applicants over a span of a week. He said it was the union's request to administer the CPAT as proposed. Javaneau wanted to make sure that the Chief had ongoing discussions with the union and participated in the development of the proposal that was being presented. Both the Chief and Alcalá confirmed. Mr. Archibeque stated that his concern was that if there was a representative available, he wanted them to speak. The Chief indicated that she had mentioned the commission meeting during the last LMI meeting, so the union is aware when this Commission meeting was being held. Both Archibeque and Javaneau stated that they were satisfied with that. Javaneau stated that it sounded like the union received due notice and all parties had the opportunity to participate.

**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, request from Fire Department.*

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

2. Submission of the eligible list for Civil Engineer – Public Works

**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Civil Engineer – Public Works*

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

3. Submission of the eligible list for Food Systems Strategist

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

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

4. Submission of the eligible list for Program Coordinator – Horticulture

**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Program Coordinator – Horticulture*

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

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**ADMINISTRATIVE ITEMS**

1. The next regular meeting of the Civil Service Commission was scheduled for April 13, 2021 at 11:00 A.M. The meeting will be held virtually via Zoom, pending any changes.

Alcala informed the Commission that he planned to present the first 2021 Quarterly Report in April and was seeking direction from the Commission on whether this report should be part of the regular meeting or a separate meeting/retreat. Mr. Archibeque indicated that he would like it as a separate meeting if that meeting was held in person. Marisa Pacheco, Human Resources Director, spoke. She said that in communicating with the Mayor, there is a possibility that we would be returning to in-person meetings in the near future. The Commission agreed that we would bench the quarterly report until we get clear direction on when we will be going back to in-person meetings.

**ADJOURNED - 11:21AM**



Commission Chair