



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, April 13, 2021  
11:00AM

## **MINUTES**

### **CALL TO ORDER**

Chair Dan Archibeque called the Civil Service Commission Meeting to order at 11:00AM.

### **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 Alcalá, 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 March 09, 2021 regular meeting as distributed.

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

CIVIL SERVICE COMMISSION MEETING MINUTES  
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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 31 applications and 16 were approved for the exam. The exam was administered on March 19, 2021. The eligibility list was presented to the Commission for certification during this meeting.
  - b. **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 was presented to the Commission for certification during this meeting.
  - 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 for the exam. The exam was administered on February 26, 2021. The eligibility list was presented to the Commission for certification during this meeting.
  - 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 for the exam. The exam was administered on March 4, 2021. The eligibility list was presented to the Commission for certification during this meeting.
  - e. **Parts Clerk** – (Recruitment due to an employee resignation) – The open recruitment began on April 9, 2021 and ended 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 was 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 was presented to the Commission for certification during this meeting.

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**CONSENT AGENDA (CONTINUED)**

- 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 was 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 was presented to the Commission for certification during this meeting.
2. Ratified the Commission’s letter to John Howes, regarding the removal of his name from the Civil Engineer – Public Works eligibility list.
3. Ratified 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. Ratified the Commission’s letters 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. Ratified 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. Ratified the Commission’s letter to Jose Hernandez, regarding the rejection of his appeal regarding being allowed to take the Police Patrol Officer exam.
7. Ratified the Commission’s letter to Wolfgang Weider regarding the approval of his appeal regarding being allowed to take the Accounting Technician IV exam.
8. Ratified the Commissioner’s letter to Alyssa Arsenault regarding the placement of her name on the Emergency Services Dispatcher reemployment list.
9. Ratified the Commission’s letter to Alan Lamberg regarding the placement of his name on the Senior Planner reemployment list.
10. Ratified 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:** *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. 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.*
2. Submission of the eligible list for Associate Engineer I - Stormwater  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Associate Engineer I - Stormwater*  
*Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.*
3. Submission of the eligible list for Emergency Medical Officer  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Emergency Medical Officer*  
*Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.*
4. Submission of the eligible list for Fire Engineer  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Fire Engineer*  
*Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.*
5. Submission of the eligible list for Pretreatment Manager  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Pretreatment Manager*  
*Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.*
6. Submission of the eligible list for Senior Planner  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Senior Planner*  
*Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.*

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**REGULAR AGENDA (CONTINUED)**

7. Submission of the eligible list for Senior WWTP Maintenance Mechanic

**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Senior WWTP Maintenance Mechanic*

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

8. Submission of the eligible list for Traffic Control Supervisor

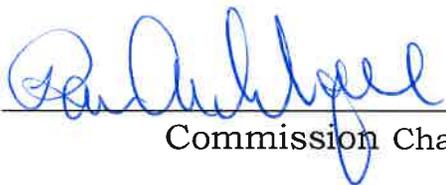
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Traffic Control Supervisor*

*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 May 11, 2021 at 11:00 A.M. The meeting will be held in City Council Chambers, 1 City Hall Place (3<sup>rd</sup> floor).

**ADJOURNED – 11:10 AM**



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Commission Chair