



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, May 11, 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 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 March 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. **Firefighter** – (Recruitment due to anticipated vacancies) – The open recruitment began April 16, 2021 and ends on May 13, 2021. We received 179 applications at the time this agenda was prepared. The exam is scheduled for the week of May 24th.
 - b. **Park Caretaker II – Playground Inspector** – (Recruitment due to employee retirement) – The closed recruitment began April 30, 2021 and ends on May 13, 2021. We received 1 application at the time this agenda was prepared. The exam is scheduled for June 9, 2021.
 - c. **Parks Supervisor** – (Recruitment due to employee retirement) – The closed recruitment began on April 30, 2021 and ends on May 13, 2021. We received 2 applications at the time this agenda was prepared. The exam is scheduled for June 9, 2021.
 - d. **Parts Clerk** – (Recruitment due to an employee resignation) – The open recruitment began on April 9, 2021 and ended on April 29, 2021. We received 35 applications and 10 were approved for the exam. The exam is scheduled for May 14, 2021.
 - e. **Police Patrol Officer** – (Recruitment due to multiple existing vacancies) – The open recruitment began on March 12, 2021 and ended on April 11, 2021. We received 136 applications and 94 were approved for the exam. The exam was administered on April 26, 2021. The eligibility list was presented to the Commission for certification during this meeting.
 - f. **Recreation Supervisor** – (Recruitment due to employee resignation) – The open recruitment began April 30, 2021 and ended on May 20, 2021. We received 19 applications at the time this agenda was prepared. The exam is scheduled for June 2, 2021.
 - g. **Tax Auditor** – (Recruitment due to employee resignation) – The open recruitment began on April 22, 2021 and ended on May 12, 2021. We received 9 applications at the time this agenda was prepared. The exam is scheduled for June 2, 2021.
2. Ratified the Commission’s letter to Aaron Brice, regarding the removal of his name from the Associate Engineer I – Stormwater eligibility list.
3. Ratified the Commission’s letters to Amber Carter, Rebecca Cerka, Ashley Grady, Brainne Grady, Sabrina Hernandez, Cassandra Keller-Dierksen, Sarah Grimes, Caitlin Licano, Janelle Marquez, Lilian McDonald, Precious Molina, Haley Owens, Mark Perkins, Kelly Potestio, Adam Rivera, Mercedes Salazar, Diana Saldana, Marissa Seibel regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
4. Ratified the Commission’s letter to Matthew Aselage, Rebecca Knapp, Erica Morelli, regarding the removal of their names from the Planner eligibility list.

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(CONSENT AGENDA CONTINUED)

5. Ratified the Commission's letter to Shawna Bonham, Angelika Chappell, Gina Sanchez, Clinton Shaffer III, regarding the removal of their names from the Tax Auditor eligibility list.
6. Ratified the Commission's letter to Anthony Dionisio, regarding the rejection of his appeal relating to the Parts Clerk examination.
7. Ratified the Commission's letter to Kenny Garbiso, regarding the rejection of his appeal relating to the Police Patrol Officer examination.
8. Ratified the Commission's letter to the IAFF Local 3 regarding the notice of upcoming exam dates for the Assistant Fire Chief, Deputy Fire Chief, and Fire Captain 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.

REGULAR AGENDA

1. Submission of the eligible list for Police Patrol Officer
Commission Action: Approve and certify the eligible list for the class title of Police Patrol Officer.

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

ADMINISTRATIVE ITEMS

1. Administrator 2021 mid-year report.

Alcala reported that the staff has been working from the office since April and is still following the COVID protocols and encouraging people to continue doing business electronically or through the phone.

Alcala reported some highlights on Office production: YTD totals are down by about 50% and it appears that we lost many applicants due to not meeting qualifications. We had many "hard to fill" jobs during this first part of the year. We had fewer female applicants in 2021, a drop from the 43% in 2020 to 26% YTD. There was a 2% increase in minorities from 44% in 2020 to 46% YTD. Current recruitments are not included in these stats.

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Current projects:

(1) The firefighter physical ability test (CPAT). As approved by the Commission in March, this is scheduled after the written exam and includes an orientation and a practice before the CPAT, which is part of the agreement/contract with the EEOC and the IAFF.

(2) Office space. We are trying to consolidate our operations into one physical space. So far, no progress because we are waiting for the Public Works Dept. to obtain the proper permits. Dan Archibeque asked if we were staying in our current building permanently, or if we would have to move. Alcalá stated that we will be staying where we are, and that is why the Mayor approved of our office renovations.

(3) Remote testing. This has been a long time coming and a very difficult integration because of the way we are managing payment. We wanted it to be a voluntary option for the test takers, where they would pay for the test if they chose to take the exam remotely. Erick Javaneau asked how much the fee would be to test remotely, and Alcalá stated it would be \$17.00 for the first hour plus \$5.00 for each additional hour. It is likely that this option will take off and candidates will choose this route because of the convenience.

(4) The rule revision taskforce. We finally got the members together and began to meet. We started by asking each of them to submit a summary of what they thought were the issues with the hiring process. A list was made from those summaries, and we are currently working on addressing one at a time. The committee thinks this will be a long-term or ongoing commitment. Our initial meetings will be monthly until all the relevant rules have been addressed. Javaneau asked who the members of the committee were, and Alcalá stated we have dept leaders, HR, union reps, and Bob Jagger. Jagger stated that he was glad to be at the meetings, so he could be ready to advise. Sharon Bonner stated if the Commission had any questions, they could ask Jagger. Jagger said that rule changes the taskforce agreed on will be brought in front of the Commission for approval. Alcalá said from what he could see, some of the issues brought forth need rule changes and others can be resolved through process changes. The first rule we are looking at is Rule 21(A), which is a concern because applicants who fail an exam are barred from re-applying for 6 months. The main concern relates to the short applicant pool and the exclusion of some people if we run another recruitment before the six months.

(5) Streamlining process and procedures. We currently have written procedures that keep us on task with areas of responsibility. We have progressed significantly in the way we do things today, so Alcalá has been updating all the processes to reflect exactly what we're currently doing.

(6) Timing of recruitments. Alcalá voiced concerns with waiting for the transfer/demotion period to end before posting either a promotional or an external job. The concern is that we have 10 days where "we're just spinning our wheels". Alcalá said he met with the PAGE union where it was agreed that we don't have to wait. As long as we stay within the rules and PMC, we can advertise the positions either simultaneously or advertise the transfer/demotion and within a day advertise the promotion or external posting to save time. Also, sometimes we don't have any qualified applicants during promotional posting, yet we are posting it for 14 days although we know we don't have anyone qualified internally. After speaking with the union, it was agreed that if we came across this type of issue, we would ask the union to sign a waiver within 3 days. This is an attempt to try to save time in the hiring process. Archibeque asked if there are rules that say they have to be posted in some kind of order, and Alcalá stated there is not. The rule basically calls for filling vacancies in a given order. To fill vacancies, we look at the re-employment list, re-instatement list, transfer/demotion, and then the eligible list. Jagger stated there are two issues with posting a transfer/demotion being posted for 10 days but is unclear if it could be posted

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simultaneously with the promotion or external. It has historically been that we posted for 10 days and the union stated that they wanted internal applicants being considered first. With the union's approval we can post vacancy simultaneously. Jagger also said the union contract identifies certain classifications as closed first, before we can open it up if there are insufficient number of applicants. This is where the signed waiver from the union would allow us to also post for promotion then externally. Javaneau asked if the waiver was a verbal agreement or an actual signed form, Jagger clarified that it has to be in writing. Alcalá went on to say rule 6-8-6 states that the Commission will certify the list, but it does not state that it (commission) needs to begin the process to establish the list. Rule 18 talks about the establishment of a list, so they are separate and distinct. The only requirement is that we consider the transfer/demotions first.

(7) Entry level police and fire Exams. Alcalá said that he approached one of our exam vendors about purchasing an exam instead of continuously leasing it. One of the benefits of leasing is that it's worry free. You just pay for the service and the company provides a valid exam each time. Alcalá stated that he has concerns about exam integrity and the cost. We usually pay from \$3200.00 to \$3500.00 per exam. We are currently doing 2 police recruitments a year, which is around \$7000.00. Alcalá wondered why we couldn't have our own exam to administer as many times as we wanted. He asked Darany Associates (current vendor) if they could make a valid exam to custom fit our needs. We would purchase the exam, and we would own it. They stated they could do it and the fee would be about \$7500.00. Alcalá also stated that we could use the exam at a cost savings of about \$5000.00 over a 2-year period. Commissioner Archibeque questioned the use of the same exam for that period of time and potential applicants would be taking the same exam about 4 times. Alcalá answered with maybe having two different versions of the exam. Archibeque then asked if the price quoted would be for two versions, and Alcalá stated the price was just for one exam. Then Jagger stated that we would actually be paying \$15000.00 for two exams, and Alcalá said we would be paying about \$13000.00 for a two-year period. Javaneau then asked if it would be feasible to control how to make the test questions different every time. Alcalá said we could randomly mix up the questions. Jagger went on to ask if other jurisdictions like Aurora and Springs do the same? Alcalá said, to his knowledge that they also lease the exams from the vendors. Jagger then stated that his understanding is that they will send out an RFP for all examination services and get the lowest price available. Alcalá asked if the Commission was suggesting that we send out an RFP for these services, and Jagger is thinking we probably should. Alcalá asked how often we should send out RFP's ie: every year, or every two years, Jagger suggested that we research what other jurisdictions are doing. Alcalá then stated we would look into the RFP option.

(8) Paperless meetings. Alcalá asked the Commissioners if they thought the meeting binders were obsolete, or if they still found any use for them. Commissioner Javaneau stated that he thinks we should move into the electronic version of the meeting. He stated that the binders seem to be old technology and if the computer technology works, it could be convenient. Commissioner Archibeque stated he would also like to see us progress but wants to be sure that they would receive all the information in the electronic version as they currently do with the paper version without it being too cumbersome trying to find information needed. Alcalá said we tried to use the OneDrive to share information securely, but we do not have the technology to continue that route. He said we could (1) use laptops (provided for meetings only) with the meeting information downloaded for each Commissioner or (2) use the technology in Council Chambers in front of them. We would upload meeting information into the system and have it available to each Commissioner. Javaneau stated he liked the screen in front of him and it seemed to be more practical than the binders. Sharon Bonner said she

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also liked the screen in front of her. Alcalá put it out to a vote among the Commissioners, and all three agreed to go with the electronic version of the meeting information. Archibeque did state that it would take a while to get adjusted to it and they would need some training on how to use the screens in front of them. Archibeque also asked if a motion was needed to approve the use of the electronic devices, and Jagger replied with, all that is needed was to approve the direction. Alcalá stated that a physical copy of the agenda would still be available and any other paper documents needed for hearings.

(9) Reclassification of Senior Office Assistant to Civil Service Analyst. Alcalá said this was approved, but we must advertise the position. Being that it is currently Darlene's position, she is eligible to participate. Alcalá informed the Commission that she will be excluded from the recruitment process. Archibeque stated, "so, she will have to compete for her own position"? Jagger then said, PAGE contract states that without a signed waiver approving the reclass then it must be posted. Archibeque then asked for Alcalá to approach the union to ask for a waiver, Alcalá stated that Marissa has already asked, but BJ refused to sign it. Jagger asked what the reason was that the union refused to sign. Marissa replied that BJ had said that there may be other City employees who may qualify and would like the opportunity to apply.

2. The next regular meeting of the Civil Service Commission was scheduled for June 8, 2021 at 11:00 A.M. The meeting will be held in City Council Chambers, 1 City Hall Place (3rd floor).

ADJOURNED – 11:42


Commission Chair