



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, June 8, 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; Shelby Angus, HR Analyst; 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 May 11, 2021 regular meeting as distributed.

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

CIVIL SERVICE COMMISSION MEETING MINUTES
June 8, 2021

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. **Civil Service Analyst** – (Recruitment due to reclassification of the Senior Office Assistant) – The closed recruitment began on May 13, 2021 and ended on May 26, 2021. We received 2 applications and 1 was approved for exam. The Commission approved a T&E examination. The eligibility list was presented to the Commission for certification during this meeting.
 - b. **Emergency Services Dispatcher** – (Recruitment due to current and anticipated vacancies) – The open recruitment began on June 3, 2021 and ended on June 23, 2021. We received 14 applications as of the date this agenda was prepared. The exam was scheduled for July 6 – 7, 2021.
 - c. **Firefighter** – (Recruitment due to anticipated vacancies) – The open recruitment began April 16, 2021 and ended on May 13, 2021. We received 285 applications and 245 were approved for the exam. The exam was administered the week of May 21 – 26 2021. The eligibility list was presented to the Commission for certification during this meeting.
 - d. **GIS Specialist I** – (Recruitment due to an employee resignation) – The closed recruitment began on June 3, 2021 and ended on June 16, 2021. We received 0 applications as of the date this agenda was prepared. The exam was scheduled for July 6, 2021.
 - e. **Park Caretaker II – Playground Inspector** – (Recruitment due to employee retirement) – The closed recruitment began April 30, 2021 and ended on May 13, 2021. We received 2 approved applications. The Commission approved a T&E examination. The eligibility list was presented to the Commission for certification during this meeting.
 - f. **Parks Supervisor** – (Recruitment due to employee retirement) – The closed recruitment began on April 30, 2021 and ended on May 13, 2021. We received 4 approved applications. The Commission approved a T&E examination. The eligibility list was presented to the Commission for certification during this meeting.
 - g. **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 was administered on May 14, 2021. The eligibility list was presented to the Commission for certification during this meeting.
 - h. **Recreation Supervisor** – (Recruitment due to employee resignation) – The open recruitment began April 30, 2021 and ended on May 20, 2021. We received 43 applications and 24 were approved for the exam. The exam was administered on June 2, 2021. The eligibility list was presented to the Commission for certification during this meeting.

CIVIL SERVICE COMMISSION MEETING MINUTES
June 8, 2021

CONSENT AGENDA (CONTINUED)

- i. **Tax Auditor** – (Recruitment due to employee resignation) – The open recruitment began on April 22, 2021 and ended on May 12, 2021. We received 15 applications and 11 were approved for the exam. The exam was administered on June 2, 2021. The eligibility list was presented to the Commission for certification during this meeting.
 - j. **Wastewater Electrical Specialist** – (Recruitment due to an employee promotion) – The Open recruitment began on May 14, 2021 and ended June 3, 2021. We received 0 applications as of the date this agenda was prepared.
2. Ratified the Commission’s letter to Bernadette Albo, regarding the removal of her name from the Accountant II eligibility list.
 3. Ratified the Commission’s letter to Julian Sung, regarding the removal of his name from the Associate Engineer I – Stormwater eligibility list.
 4. Ratified the Commission’s letter to Shyanne Pagnotta, regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 5. Ratified the Commission’s letters to Megan Hollenbeck, Ashley Hernandez, regarding the removal of their names from the Office Assistant eligibility list.
 6. Ratified the Commission’s letters to Matthew Brooks, Colton Deck, Justin Decker, Mitchell Dodson, Aimee Galindo, Daniel Jacobs, Jacob Lathem, Michael Martinez, Jorgen Moore, Bobby Nevaes, Alasdair Nolen, Luis Ortiz, Adam Petersen, Jearamie Sandoval, Margarita Venegas, and Brennan Watson regarding the removal of their names from the Police Patrol Officer eligibility list.
 7. Ratified the Commission’s letters to Jose Almonte, Christopher Gooch and David Johnston regarding the approval of their appeals to the rejection of their Firefighter applications.
 8. Ratified the Commissioner’s letters to Lilian McDonald and Shyanne Pagnotta regarding the rejection of their appeals for the removal of their names from the Emergency Services Dispatcher eligibility list.
 9. Ratified the Commission’s letter to Megan Hollenbeck, regarding the rejection of her appeal for the removal of her name from the Office Assistant eligibility list.
 10. Ratified the Commission’s letter to Adam Arellano, regarding the rejection of his appeal for the rejection of his Recreation Supervisor application.
 11. Ratified the Commission’s letter to Daniel Sena, regarding the removal of his name from the Wastewater Electrical Specialist eligible list.
 12. Ratified the Commission’s decision to conduct T&E exams on the Civil Service Analyst, Park Caretaker II – Playground Inspector and Parks Supervisor positions.
 13. Ratified the Commission’s updated notice to the IAFF Local 3 regarding the postponement of the Fire Captain exam until after the expiration of the current eligibility list.

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.

CIVIL SERVICE COMMISSION MEETING MINUTES
June 8, 2021

REGULAR AGENDA

1. Submission of the eligible list for Civil Service Analyst
Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Civil Service Analyst.*
Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.
2. Submission of the eligible list for Firefighter
Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Firefighter.*
Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.
3. Submission of the eligible list for Park Caretaker II – Playground Inspector
Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Park Caretaker II – Playground Inspector.*
Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.
4. Submission of the eligible list for Parks Supervisor
Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Parks Supervisor.*
Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.
5. Submission of the eligible list for Parts Clerk
Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Parts Clerk.*
Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.
6. Submission of the eligible list for Recreation Supervisor
Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Recreation Supervisor.*
Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.
7. Submission of the eligible list for Tax Auditor
Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Tax Auditor.*
Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.

CIVIL SERVICE COMMISSION MEETING MINUTES
June 8, 2021

ADMINISTRATIVE ITEMS

1. Rule Revision Taskforce Update – Rule 21(a)

Manuel Alcala informed the Commission that the taskforce has been working on a proposal to change the 6-month waiting period on Rule 21(a). Alcala also stated that the taskforce will be bringing the rule change in front of the Commission within the next month. Commissioner Javaneau asked if the proposal would be in the way of extending or modifying the time, or just a general study of the issue. Alcala replied that the current rule is not helping the City in any way, in fact it is becoming a detriment in regard to the recruitment because a lot of the time people are failing an exam and we are forced to wait the 6-month time frame before they can even apply again. The proposal would eliminate that section of the rule all together, so when we are ready to recruit again, we wouldn't have to exclude the individuals who failed the exam the first time. Commissioner Archibeque then asked how the rule change would fit into the union contract. Alcala stated there is no provision in the union contract for that. Bob Jagger stated that the selection from examination is under the Commission's jurisdiction. Both Jagger and Bonner stated it's just a time frame change. Jagger said, the Commission is usually the sole judge of applicants.

2. The next regular meeting of the Civil Service Commission was scheduled for July 13, 2021 at 11:00 A.M. The meeting will be held in City Council Chambers, 1 City Hall Place (3rd floor).

ADJOURNED – 11:12AM



Commission Chair