



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, August 10, 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, July 13, 2021.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, July 13, 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:

- Accountant I** – (Recruitment due to employee promotion) – The open recruitment began on July 15, 2021 and ended on August 4, 2021. We received 36 applications and 22 were approved for the exam. The exam is scheduled for August 25, 2021.
- Parks Area Crew Leader** – (Recruitment due to employee promotion) – The closed recruitment began on July 15, 2021 and ended on July 28, 2021. We received 8 applications, and all were approved for the exam. The exam is scheduled for August 18, 2021.
- Program Coordinator - Marketing** – (Recruitment due to an employee retirement) – The open recruitment began on July 11, 2021 and ended on July 31, 2021. We received 40 applications and 23 were approved for the exam. The exam is scheduled for August 18, 2021.
- Purchasing Specialist** – (Recruitment due to employee promotion) – The open recruitment began on July 28, 2021 and ends on August 17, 2021. We received 13 applications as of the date this agenda was prepared. The exam is scheduled for September 1, 2021.

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CONSENT AGENDA (CONTINUED)

- e. Stormwater Coordinator** – (Recruitment due to an employee promotion) – The open recruitment began on June 24, 2021 and ended on July 14, 2021. We received 1 approved application. The Commission approved a T&E examination. The eligibility list will be presented to the Commission for certification during this meeting.
- f. Stormwater Utility Maintenance Supervisor** – (Recruitment due to an employee separation) – The open recruitment began on June 24, 2021 and ended on July 14, 2021. We received 2 approved applications. The Commission approved a T&E examination. The eligibility list will be presented to the Commission for certification during this meeting.
- g. Traffic Engineering Analyst** – (Recruitment due to an employee promotion) – The open recruitment began on August 4, 2021 and ends on August 24, 2021. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for September 8, 2021.
- h. Wastewater Utility Worker** – (Recruitment due to a newly created position) – The open recruitment began on June 30, 2021 and ended on July 20, 2021. We received 26 applications and 13 were approved for the exam. The exam was administered on August 4, 2021. The eligibility list will be presented to the Commission for certification during this meeting.
- i. Wastewater Utility Worker IV** – (Recruitment due to three unfilled vacancies) – The closed recruitment (reposting) began on July 4, 2021 and ended on July 18, 2021. We received 1 approved application. The Commission approved a T&E examination. The eligibility list will be presented to the Commission for certification during this meeting.
- j. WWTP Maintenance Mechanic** – (Recruitment due to an employee promotion) – The closed recruitment began on July 28, 2021 and ended on August 8, 2021. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for August 27, 2021.

- 2. Ratify the Commission's letters to Michael Garcia, Raynie Rhodes, and Christine Williams regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
- 3. Ratify the Commission's letter to Jonathan Wicks, regarding the removal of his name from the Police Patrol Officer eligibility list.
- 4. Ratify the Commission's letter to Danielle Todisco regarding the approval of her appeal for the rejection of her Program Coordinator - Marketing job application.
- 5. Ratify the Commission's decision to conduct T&E examinations on the Stormwater Coordinator, Stormwater Utility Maintenance Supervisor, and Wastewater Utility Worker IV positions.
- 6. Ratify the Commission's decision to approve Maeghin Alarid-Hughes as polygraph examiner for the City of Pueblo.
- 7. Ratify the Commission's notice to the IAFF Local 3 regarding the exam dates for Fire Captain and Fire Inspector.

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

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REGULAR AGENDA

1. Submission of the eligible list for Stormwater Coordinator
Commission Action: Approve and certify the eligible list for the class title of Stormwater Coordinator.
2. Submission of the eligible list for Stormwater Utility Maintenance Supervisor
Commission Action: Approve and certify the eligible list for the class title of Stormwater Utility Maintenance Supervisor.
3. Submission of the eligible list for Wastewater Utility Worker
Commission Action: Approve and certify the eligible list for the class title of Wastewater Utility Worker.
4. Submission of the eligible list for Wastewater Utility Worker IV
Commission Action: Approve and certify the eligible list for the class title of Wastewater Utility Worker IV.

ADMINISTRATIVE ITEMS

1. Set the date for the September 2021 Civil Service Commission Meeting.

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