



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, September 14, 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, August 10, 2021.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, August 10, 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:

- Administrative Technician** – (Recruitment due to employee retirement) – The closed recruitment began on August 8, 2021 and ended on August 26, 2021. We received 4 approved applications. The exam is scheduled for September 15, 2021.
- 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 was administered on August 25, 2021. The eligibility list will be presented to the Commission for certification during this meeting.
- Associate Engineer II (Stormwater)** – (Recruitment due to a newly approved position) – The closed recruitment began on September 3, 2021 and ends on September 16, 2021. We received 1 application as of the date this agenda was prepared. The exam is scheduled for October 7, 2021.
- Emergency Services Dispatcher** – (Recruitment due to several vacancies) – The open recruitment began on August 27, 2021 and ends on September 16, 2021. We received 24 applications as of the date this agenda was prepared. The exam is scheduled for September 29, 2021.

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CONSENT AGENDA (CONTINUED)

- e. 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 was administered on August 18, 2021. The eligibility list will be presented to the Commission for certification during this meeting.
- f. Permit Compliance Specialist** – (Recruitment due to employee retirement) – The open recruitment began on September 2, 2021 and ends on September 22, 2021. We received 3 applications as of the date this agenda was prepared. The exam is scheduled for October 5, 2021.
- g. Police Deputy Chief** – (Recruitment due to employee promotion and retirement) – The closed recruitment began on August 20, 2021 and ended on September 2, 2021. We received 5 applications and 4 were approved for the exam. The exam is scheduled for September 22, 2021.
- h. Police Patrol Officer** – (Recruitment due to multiple vacancies) – The open recruitment began on August 27, 2021 and ends on September 23, 2021. We received 64 as of the date this agenda was prepared. The exam is scheduled for October 5, & 6, 2021.
- i. 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 was administered on August 18, 2021. The eligibility list will be presented to the Commission for certification during this meeting.
- j. Purchasing Specialist** – (Recruitment due to employee promotion) – The open recruitment began on July 28, 2021 and ended on August 17, 2021. We received 27 applications and 11 were approved for the exam. The exam was administered on September 1, 2021. The eligibility list will be presented to the Commission for certification during this meeting.
- k. Traffic Engineering Analyst** – (Recruitment due to an employee promotion) – The open recruitment began on August 4, 2021 and ended on August 24, 2021. We received 5 applications and 4 were approved for the exam. The Commission approved a T&E exam. The eligibility list will be presented to the Commission for certification during this meeting.
- l. Wastewater Electrical Specialist** – (Recruitment due to an employee promotion) – The open recruitment began on September 2, 2021 and ends on September 29, 2021. We received 6 applications as of the date this agenda was prepared. The exam is scheduled for October 13, 2021.
- m. WW SCADA Coordinator** – (Recruitment due to an employee retirement) – The open recruitment began on September 10, 2021 and ends on October 7, 2021. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for October 19, 2021.

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CONSENT AGENDA (CONTINUED)

n. WWTP Maintenance Mechanic – (Recruitment due to an employee promotion) – The open recruitment began on August 15, 2021 and ends on September 18, 2021. We received 6 applications as of the date this agenda was prepared. The exam is scheduled for September 29, 2021.

2. Ratify the Commission's letter to Xavier Madrid regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
3. Ratify the Commission's letter to Serina Chavez and Danielle Perkins regarding the removal of their names from the Office Assistant eligibility list.
4. Ratify the Commission's letter to Andrew O'Such regarding the removal of his name from the Recreation Supervisor eligibility list.
5. Ratify the Commission's letter to Justin Martinez regarding the removal of his name from the Wastewater Utility Worker eligibility list.
6. Ratify the Commission's decision to conduct a T&E examination on the Traffic Engineering Analyst position.
7. Ratify the Commission's decision to approve the request from Chad Albaugh to be placed on the re-employment list for Police Patrol Officer.
8. Ratify the Commission's letter to Jeffrey Bodmer regarding the rejection of his appeal to be allowed to take the Police Deputy Chief examination.
9. Ratify the Commission's letter to Royce Martinez regarding the rejection of her appeal to be allowed to take the Police Patrol Officer examination.

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

REGULAR AGENDA

1. Submission of the eligible list for Accountant I
Commission Action: Approve and certify the eligible list for the class title of Accountant I.
2. Submission of the eligible list for Parks Area Crew Leader
Commission Action: Approve and certify the eligible list for the class title of Parks Area Crew Leader.
3. Submission of the eligible list for Program Coordinator - Marketing
Commission Action: Approve and certify the eligible list for the class title of Program Coordinator - Marketing.
4. Submission of the eligible list for Purchasing Specialist
Commission Action: Approve and certify the eligible list for the class title of Purchasing Specialist.
5. Submission of the eligible list for Traffic Engineering Analyst
Commission Action: Approve and certify the eligible list for the class title of Traffic Engineering Analyst.

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ADMINISTRATIVE ITEMS

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

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