



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, October 12, 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, September 14, 2021.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, September 14, 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 was administered on September 15, 2021. The eligibility list will be presented to the Commission for certification during this meeting.
- Airport Operations/Maintenance Supervisor** – (Recruitment due to employee promotion) – The open recruitment began on October 6, 2021 and ends on October 26, 2021. We received 4 applications as of the date this agenda was prepared. The written exam is scheduled for November 11, 2021.
- Assistant Fire Chief** – (Recruitment due to contractual requirement) – The closed recruitment began on September 24, 2021 and ended on October 7, 2021. We received 3 approved applications. The exam is scheduled for November 3, 2021.
- Associate Engineer II (Stormwater)** – (Recruitment due to a newly approved position) – The closed recruitment began on September 3, 2021 and ended on September 16, 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.

CIVIL SERVICE COMMISSION MEETING
Tuesday October 12, 2021

CONSENT AGENDA (CONTINUED)

- e. Associate Field Engineer** – (Recruitment due to an employee death) – The closed recruitment began on October 1, 2021 and ends on October 14, 2021. We received 1 approved application as of the date this agenda was prepared. The exam is scheduled for November 4, 2021.
- f. Emergency Services Dispatcher** – (Recruitment due to several vacancies) – The open recruitment began on August 27, 2021 and ended on September 16, 2021. We received 32 applications and 21 were approved for the exam. The exam was administered on September 29, 2021. The eligibility list will be presented to the Commission for certification during this meeting.
- g. Permit Compliance Specialist** – (Recruitment due to employee retirement) – The open recruitment began on September 2, 2021 and ended on September 22, 2021. We received 7 applications and 1 was approved for the exam. The Commission approved a T&E examination. The eligibility list will be presented to the Commission for certification during this meeting.
- h. 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 was administered on September 22, 2021. The eligibility list will be presented to the Commission for certification during this meeting.
- i. Police Patrol Officer** – (Recruitment due to multiple vacancies) – The open recruitment began on August 27, 2021 and ended on September 23, 2021. We received 125 applications and 92 were approved for the exam. The exam was administered on October 6, 2021. The eligibility list will be presented to the Commission for certification during this meeting.
- j. Senior Planner** – (Recruitment due to an employee resignation) – The closed recruitment began on October 3, 2021 and ends on October 16, 2021. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for November 4, 2021.
- k. Tax Auditor** – (Recruitment due to anticipated vacancy) – The open recruitment began on September 16, 2021 and ended on October 6, 2021. We received 11 applications and 5 were approved for the exam. The exam is scheduled for October 19, 2021.
- l. Wastewater Electrical Specialist** – (Recruitment due to an employee promotion) – The open recruitment began on September 2, 2021 and ended on September 29, 2021. We received 21 applications and 11 were approved for the exam. 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 ended on October 7, 2021. We received 3 applications and 2 were approved for the exam. The Commission authorized a T&E. The eligibility list will be presented to the Commission for certification during this meeting.

CIVIL SERVICE COMMISSION MEETING
Tuesday October 12, 2021

CONSENT AGENDA (CONTINUED)

- n. WWTP Maintenance Mechanic** – (Recruitment due to an employee promotion) – The open recruitment began on August 15, 2021 and ended on September 18, 2021. We received 6 applications and 4 were approved for the exam. The Commission approve a T&E examination. The eligibility list will be presented to the Commission for certification during this meeting.
2. Ratify the Commission’s letter to Clarissa Fritz, Sierra Gutierrez, Amy Hernandez, Cheyenne Kersten, Nicole Morrison, Delia Parker, and Lorenzo Trujillo, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
 3. Ratify the Commission’s letter to Shanee Alvestad, Taryn Browne, and Michelle Villegas, regarding the removal of their names from the Office Assistant eligibility list.
 4. Ratify the Commission’s decision to conduct a T&E examination for the Associate Engineer II – Stormwater, Permit Compliance Specialist, WWTP Maintenance Mechanic, and WW SCADA Coordinator positions.
 5. Ratify the Commission’s decision to approve the request from Julie Bosley to be placed on the re-employment list for Office Assistant.
 6. Ratify the Commission’s letter to Randy Trujillo, regarding the removal of his name from the Parks Area Crew Leader eligibility list.
 7. Ratify the Commission’s letter to Clarissa Fritz, regarding the rejection of her appeal for the removal of her name from the Emergency Services Dispatcher eligibility list.
 8. Ratify the Commission’s letter to Daniel Whigham regarding the rejection of his appeal to be allowed to take the Police Patrol Officer examination.
 9. Ratify the Commission’s letter to Andrew Heath regarding the approval of his appeal to be allowed to take the Police Patrol Officer examination.
 10. Ratify the Commission’s letter to Andrew O’Such regarding the rejection of his appeal regarding the removal of his name from the Recreation Supervisor eligibility list.

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

REGULAR AGENDA

1. Submission of the eligible list for Administrative Technician
Commission Action: Approve and certify the eligible list for the class title of Administrative Technician.
2. Submission of the eligible list for Associate Engineer II - Stormwater
Commission Action: Approve and certify the eligible list for the class title of Associate Engineer II - Stormwater.
3. Submission of the eligible list for Emergency Services Dispatcher
Commission Action: Approve and certify the eligible list for the class title of Emergency Services Dispatcher.

CIVIL SERVICE COMMISSION MEETING
Tuesday October 12, 2021

REGULAR AGENDA(CONTINUED)

4. Submission of the eligible list for Permit Compliance Specialist
Commission Action: Approve and certify the eligible list for the class title of Permit Compliance Specialist.
5. Submission of the eligible list for Police Deputy Chief
Commission Action: Approve and certify the eligible list for the class title of Police Deputy Chief.
6. 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.
7. Submission of the eligible list for WW SCADA Coordinator
Commission Action: Approve and certify the eligible list for the class title of WW SCADA Coordinator.
8. Submission of the eligible list for WWTP Maintenance Mechanic
Commission Action: Approve and certify the eligible list for the class title of WWTP Maintenance Mechanic.

ADMINISTRATIVE ITEMS

1. Administrator quarterly update
2. Set the date for the November 2021 Civil Service Commission Meeting.

ADJOURN