



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, November 9, 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, October 12, 2021.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, October 12, 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:

- Airport Operations/Maintenance Supervisor** – (Recruitment due to employee promotion) – The open recruitment began on October 6, 2021 and ended on October 26, 2021. We received 17 applications and 2 were 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.
- Airport Operations/Maintenance Worker** – (Recruitment due to anticipated vacancies) – The open recruitment began on November 4, 2021 and ends on November 28, 2021. We received 1 application as of the date this agenda was prepared. The exam is scheduled for December 10, 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 Commission approved a T&E examination. The eligibility list will be presented to the Commission for certification during this meeting.

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CONSENT AGENDA (CONTINUED)

- d. Associate Field Engineer** – (Recruitment due to an employee death) – The closed recruitment began on October 1, 2021 and ended on October 14, 2021. We received 3 approved applications. The Commission approved a T&E examination. The eligibility list will be presented to the Commission for certification during this meeting.
 - e. Housing and Community Development Coordinator II** – (Recruitment due to an employee promotion) – The open recruitment began on October 29, 2021 and ends on November 18, 2021. We received 1 application as of the date this agenda was prepared. The exam is scheduled for November 30, 2021.
 - f. Permit Compliance Specialist** – (Recruitment due to employee retirement) – The open recruitment began on October 24, 2021 and ends on November 13, 2021. We received 4 applications as of the date this agenda was prepared. The exam is scheduled for November 30, 2021.
 - g. Police Sergeant** – (Recruitment due to contractual requirement and anticipated vacancies) – The closed recruitment began on November 4, 2021 and ends on November 17, 2021. We received 7 applications as of the date this agenda was prepared. The exam is scheduled for December 8, 2021.
 - h. Stormwater Crew Leader** – (Recruitment due to employee retirement) – The closed recruitment began on November 3, 2021 and ends on November 16, 2021. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for December 2, 2021.
 - i. Senior Planner** – (Recruitment due to an employee resignation) – The closed recruitment began on October 3, 2021 and ended on October 16, 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.
 - j. 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 was administered on October 19, 2021. The eligibility list will be presented to the Commission for certification during this meeting.
 - k. 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 was administered on October 13, 2021. The eligibility list will be presented to the Commission for certification during this meeting.
2. Ratify the Commission’s letter to Glenn Baker and Kenith Cox, regarding the removal of their names from the Airport Operations/Maintenance Worker eligibility list.
 3. Ratify the Commission’s letter to Gregory Chaffin, Trey Cornwell, John Duran, Brandon Lange, Robert Rudnik, and Nickolas Segura regarding the removal of their names from the Police Patrol Officer eligibility list.
 4. Ratify the Commission’s letter to Elena Garduno and Anthony Kosovich, regarding the removal of their names from the Tax Auditor eligibility list.

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CONSENT AGENDA (CONTINUED)

5. Ratify the Commission's letter to Aaron Carrera regarding the removal of his name from the WWTP Maintenance Mechanic eligibility list.
6. Ratify the Commission's letter to Randy Trujillo regarding the approval of his appeal to be placed back on the Parks Area Crew Leader eligibility list.
7. Ratify the Commission's decision to request proposals for post-offer psychological exams.
8. Ratify the Commission's decision to conduct a T&E examination for the Airport Operations/Maintenance Supervisor, Assistant Fire Chief, Associate Field Engineer, and Senior Planner positions.

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

REGULAR AGENDA

1. Submission of the eligible list for Airport Operations/Maintenance Supervisor
Commission Action: Approve and certify the eligible list for the class title of Airport Operations/Maintenance Supervisor.
2. Submission of the eligible list for Assistant Fire Chief
Commission Action: Approve and certify the eligible list for the class title of Assistant Fire Chief.
3. Submission of the eligible list for Associate Field Engineer
Commission Action: Approve and certify the eligible list for the class title of Associate Field Engineer.
4. Submission of the eligible list for Senior Planner
Commission Action: Approve and certify the eligible list for the class title of Senior Planner.
5. Submission of the eligible list for Tax Auditor
Commission Action: Approve and certify the eligible list for the class title of Tax Auditor.
6. Submission of the eligible list for Wastewater Electrical Specialist
Commission Action: Approve and certify the eligible list for the class title of Wastewater Electrical Specialist.

ADMINISTRATIVE ITEMS

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

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