



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, October 12, 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; Marisa Pacheco, HR Director; Manuel Alcala, Civil Service Administrator.

AMENDMENTS TO THE AGENDA

None.

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 September 14, 2021 regular meeting as distributed.

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

APPROVAL OF CONSENT AGENDA

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve all items set forth in the consent agenda.

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

REGULAR AGENDA

1. Submission of the eligible list for Administrative Technician

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Administrative Technician.

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

CIVIL SERVICE COMMISSION MEETING MINUTES
October 12, 2021

REGULAR AGENDA (CONTINUED)

2. Submission of the eligible list for Associate Engineer II - Stormwater

Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Associate Engineer II - Stormwater.*

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

3. Submission of the eligible list for Emergency Services Dispatcher

Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Emergency Services Dispatcher.*

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

4. Submission of the eligible list for Permit Compliance Specialist

Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to 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: *Mr. Javaneau seconded by Ms. Bonner, moved to 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: *Mr. Javaneau seconded by Ms. Bonner, moved to 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: *Mr. Javaneau seconded by Ms. Bonner, moved to 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: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of WWTP Maintenance Mechanic.*

ADMINISTRATIVE ITEMS

1. Manuel presented a quarterly update to the Commission. He provided data on the application process and where we're losing applicants year-to-date (YTD). He said our normal pattern is losing about one third of applicants in the beginning and another third at the exam stage. However, he reported a slightly higher percentage (43%) of candidates placed on eligible lists. Manuel reported losing a significant number of applicants due to incomplete applications at the application review stage. Manuel said we received 1075 applications YTD, about 70% of our yearly average for this time of

CIVIL SERVICE COMMISSION MEETING MINUTES
October 12, 2021

the year and about 3% higher than we were in 2020. He said the presented data does not include numbers from recruitments in progress.

Customers. Our largest customers are Police (37%) and Fire (28%), followed by Parks & Recreation, Wastewater, Finance, and Public Works.

Applicant demographics. We're at about 38% female and 47% minority applicants YTD. Of minority/female applicant rejections, Manuel said we're rejecting about 66% due to incomplete applications, which indicates people are applying but not following through, even after staff follow-up. Commissioner Javaneau asked if there's a reason why people are applying but not following through. Manuel believes unemployment benefits played a big part, with people applying only to make contacts. He hopes that since the benefits recently ended, we may start to get more applicants.

Operating budget. Usage is largely split between professional services (34%) and advertising (38%). For 2022, it looks like the operating budget may go back to the way it was in 2019, with Training and Travel added back in, contingent on 2A passing in the November election.

Manuel updated the Commission on the Fire CPAT. In July, our office referred the top 80 candidates over to the Fire Dept for the in house CPAT. Out of the 80 candidates only 38 tested and 36 passed.

Remote exams. We began offering remote exams in May 2021, testing about 129 applicants in 8 different job postings. About 78% of the test takers completed the exam with no issues, 13% did not show up, and 9% started the exam but didn't finish. Javaneau asked how many current positions are open for patrol officers with the police department, Manuel asked if Marisa could answer. Marisa stated that there are 14 funded vacancies with an additional 10 unfunded positions which may get filled in 2022.

Rule Revision Taskforce. We are currently working on a proposal to change rule 18(e), which will decrease the required notice of exam date for promotional jobs. The hope is to decrease the time-to-hire by a week or so. Manuel said that the Commission will be asked to hold an administrative hearing in the coming months concerning rule 18(e). There is no major opposition to this proposal. Javaneau asked if cutting down the time to hire would be a cost savings to the City or any fiscal impact, Manuel stated that it would not be a cost savings to the fiscal year but what it will do is shorten the time to hire.

2. The next regular meeting of the Civil Service Commission was scheduled for November 9, 2021 at 11:00 A.M. The meeting will be held in City Council Chambers, 1 City Hall Place (3rd floor).

ADJOURNED – 11:26AM


Commission Chair