



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

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, November 9, 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 II** – (Recruitment due to newly approved position) – The open recruitment began on November 24, 2021 and ends December 14, 2021. We received 8 applications as of the date this agenda was prepared. The exam is scheduled for January 3, 2022.
- Accounting Technician IV** – (Recruitment due to employee demotion) – The closed recruitment began on December 10, 2021 and ends on December 23, 2021. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for January 11, 2022.
- Airport Operations/Maintenance Worker** – (Recruitment due to anticipated vacancies) – The open recruitment began on November 4, 2021 and ended on November 28, 2021. We received 26 applications and 14 were approved for the exam. The exam was administered on December 10, 2021. The eligibility list will be presented to the Commission for certification during this meeting.
- Associate Engineer II - Stormwater** – (Recruitment due to newly approved position) – The open recruitment began on November 12, 2021 and ended on December 2, 2021. We received 0 approved applications. The City requests reposting in 2022.

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CONSENT AGENDA (CONTINUED)

- e. Deputy Fire Chief** – (Recruitment due to anticipated vacancies) – The closed recruitment began on December 1, 2021 and ends on December 14, 2021. We received 4 applications as of the date this agenda was prepared. The exam is scheduled for January 5, 2022.
- f. Emergency Services Dispatcher** - (Recruitment due to anticipated vacancies) – The open recruitment began on November 19, 2021 and ends on January 6, 2022. We received 21 applications as of the date this agenda was prepared. The exam is scheduled for January 18, 2022.
- g. Grant and Resource Development Administrator** – (Recruitment due to employee resignation) – The open recruitment began on November 19, 2021 and ended on December 9, 2021. We received 3 applications and 2 were approved for the exam. The Rule 17 appeal period ends on December 20, 2021. The exam is scheduled for January 4, 2022.
- h. Housing and Community Development Coordinator II** – (Recruitment due to an employee promotion) – The open recruitment began on October 29, 2021 and ended on November 18, 2021. We received 0 applications. The department is reviewing the job description before reposting.
- i. Permit Compliance Specialist** – (Recruitment due to an employee retirement) – The open recruitment began on November 19, 2021 and ended on December 9, 2021. We received 3 applications, and all 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.
- j. Police Captain** – (Recruitment due to contractual requirement and anticipated vacancies) – The closed recruitment began on December 1, 2021 and ends on December 14, 2021. We received 8 applications as of the date this agenda was prepared. The exam is scheduled for January 5, 2022.
- k. Police Patrol Officer** – (Recruitment due to several vacancies) – The open recruitment began on November 19, 2021 and ends on December 15, 2021. We received 61 applications as of the date this agenda was prepared. The exam is scheduled for January 12 - 13, 2022.
- l. Police Sergeant** – (Recruitment due to contractual requirement and anticipated vacancies) – The closed recruitment began on November 4, 2021 and ended on November 17, 2021. We received 39 applications and 38 were approved for the exam. The exam was administered on December 8, 2021. The Rule 23 appeal period ends on December 22, 2021.
- m. Stormwater Crew Leader** – (Recruitment due to employee retirement) – The closed recruitment began on November 3, 2021 and ended on November 16, 2021. We received 5 applications and 3 were approved for the exam. The exam was administered on December 2, 2021. The Rule 23 appeal period ends on December 16, 2021.

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CONSENT AGENDA (CONTINUED)

n. Tax Auditor – (Recruitment due to a newly created position) – The open recruitment began on November 14, 2021 and ends on December 14, 2021. We received 7 applications at the time this agenda was prepared. The exam is scheduled for January 4, 2022.

2. Ratify the Commission's letter to Eva Boucher, Rebecca Reber, and Stephanie Sincerbox regarding the removal of their names from the Accountant II eligibility list.
3. Ratify the Commission's letter to Cheryl Anderson, Brandie Chartier, Heather Kersten, Rosalie Perez-Montes, and Wolfgang Weider regarding the removal of their names from the Accounting Technician IV eligibility list.
4. Ratify the Commission's letter to Robert Quintana, regarding the removal of his name from the Associate Engineer II - SW eligibility list.
5. Ratify the Commission's letter to Steven Abeyta, Amanda Archuleta, Gilbert Archuleta, Vanessa Baker, Sabrina Gonzales, Frank Hittel, Gregory Jaime, Jermey Kiefer, Jarrod Lacy, Mark Madrid, David Maestas, Jamie Martinez, Patricia McClain, Daniel McIntosh, Teresa Nemirow, Michael Romero, James Spencer, and David Valencia regarding the removal of their names from the Code Enforcement Officer eligibility list.
6. Ratify the Commission's letter to Kayla Cole, Carma Loontjer, regarding the removal of her name from the Emergency Services Dispatchers eligibility list.
7. Ratify the Commission's letter to Breanna Pittman, regarding the removal of her name from the Office Assistant eligibility list.
8. Ratify the Commission's letter to Matthew Aubuchon, Ashsur Backush, Luis Banoscare, Zachary Bennett, Aaron Conant, Remus Crespin, Ryan Cruz, Jesse Gribble, Alejandro Jimenez, Joseph Kautz, Austin Kirkland, Garrett Larkin, Tristan Laver, John McDermott, Valentino Neil, Randolph Ortiz, Corey Radok, Arturo Rodriguez, Mercedes Salazar, Christopher Sallee, Glenn Taylor, Fernando Vasquez, Nile Webber, Blake Wilson, regarding the removal of their names from the Police Patrol Officer (Lateral) eligibility list.
9. Ratify the Commission's letter to Geraldine Roque regarding the removal of her name from the Tax Auditor eligibility list.
10. Ratify the Commission's letter to Stephanie Sincerbox regarding the approval of her appeal to be placed back on the Accountant II eligibility list.
11. Ratify the Commission's letter to Jerardo Reyes regarding the rejection of his appeal to be allowed to take the Permit Compliance Specialist examination.
12. Ratify the Commission's letter to Jeremy Matthews regarding the rejection of his appeal to the scoring and ranking of the Police Sergeant exam.
13. Ratify the Commission's decision to conduct a T&E examination for the Permit Compliance Specialist position.

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

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REGULAR AGENDA

1. Submission of the eligible list for Airport Operations/Maintenance worker
Commission Action: Approve and certify the eligible list for the class title of Airport Operations/Maintenance Worker.
2. 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.
3. Submission of the eligible list for Stormwater Crew Leader
Commission Action: Approve and certify the eligible list for the class title of Stormwater crew leader.

ADMINISTRATIVE ITEMS

1. Set the date for the January 2022 Civil Service Commission Meeting.

ADMINISTRATIVE HEARING

1. Proposal to amend Civil Service Rule 18 – Notice of exam date and time.

ADJOURN