



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

Per Department request, certification of the Wastewater Electrical Specialist eligible list was postponed.

### **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 October 12, 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.*

CIVIL SERVICE COMMISSION MEETING MINUTES  
October 12, 2021

**REGULAR AGENDA**

1. Submission of the eligible list for Airport Operations/Maintenance Supervisor  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Airport Operations/Maintenance Supervisor.*  
*Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.*
  
2. Submission of the eligible list for Assistant Fire Chief  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Assistant Fire Chief.*  
*Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.*
  
3. Submission of the eligible list for Associate Field Engineer  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Associate Field Engineer.*  
*Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.*
  
4. Submission of the eligible list for Senior Planner  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Senior Planner.*  
*Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.*
  
5. Submission of the eligible list for Tax Auditor  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Tax Auditor.*  
*Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.*

**ADMINISTRATIVE ITEMS**

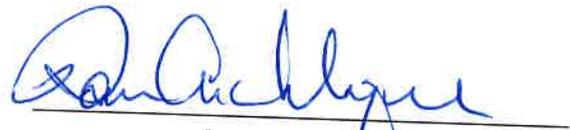
1. The next regular meeting of the Civil Service Commission was scheduled for December 14, 2021 at 11:00 A.M. The meeting will be held in City Council Chambers, 1 City Hall Place (3<sup>rd</sup> floor).

CIVIL SERVICE COMMISSION MEETING MINUTES  
October 12, 2021

**OTHER BUSINESS**

1. Commissioner Bonner asked about the Mayor's recent vaccine directive for new hires and what the other Commissioners thought about it. Bob Jagger informed the Commission that he cannot advise them of this situation, explaining that it would be a conflict of interest in case of appeals. In such case, he would be representing Administration. Commissioner Bonner also requested that notice be given to future candidates, informing them of the new order. Manuel stated that the Commission has already started working on that issue with posting it on the Civil Service website. Marisa, HR Director, asked to speak and added that her staff was adding related language to job descriptions and in the letter template used to invite candidates to an interview. She would like to work with Manuel to include a short affirmation to the NeoGov job application questions so that all candidates are aware of the directive and to be as fair as possible. Marisa also stated that she didn't believe it was the Mayor's intent to make this directive for current City employees.

**ADJOURNED - 11:12AM**

  
Commission Chair