



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, January 11, 2022  
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, December 14, 2021.

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

- Accountant II** – (Recruitment due to newly approved position) – The open recruitment began on November 24, 2021 and ended December 14, 2021. We received 15 applications and 13 were approved for the exam. The exam was administered on January 3, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- Accounting Technician IV** – (Recruitment due to employee demotion) – The closed recruitment began on December 10, 2021 and ended on December 23, 2021. We received 0 applications as of the date this agenda was prepared. The Rule 17 appeal period ends on January 13, 2022.
- Code Enforcement Officer** – (Recruitment due to an anticipated vacancy) – The closed recruitment began on December 12, 2021 and ended December 25, 2021. We received 1 approved application. The exam is scheduled for January 19, 2022.
- Deputy Fire Chief** – (Recruitment due to anticipated vacancies) – The closed recruitment began on December 1, 2021 and ended on December 14, 2021. We received 4 applications and 3 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.

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**CONSENT AGENDA(CONTINUED)**

- e. Emergency Services Dispatcher** - (Recruitment due to current and anticipated vacancies) – The open recruitment began on November 19, 2021 and ended on January 6, 2022. We received 60 applications as of the date this agenda was prepared. The exam is scheduled for January 18, 2022.
- f. Fire Captain** – (Recruitment due to contractual requirement and anticipated vacancies) – The closed recruitment began on December 26, 2021 and ended on January 8, 2022. We received 19 applications as of the date this agenda was prepared. The exam is scheduled for February 4, 2022.
- g. Fire Inspector** – (Recruitment due to contractual requirement and anticipated vacancies) – The closed recruitment began on January 9, 2022 and ends on January 22, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for February 16, 2022.
- h. 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 Commission approved a T&E examination. The eligibility list will be presented to the Commission for certification during this meeting.
- i. Office Assistant** – (Recruitment due to anticipated vacancies) – The open recruitment began on January 7, 2022 and ends on February 10, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for February 22, 2022.
- j. Planner** – (Recruitment due to anticipated vacancies) – The open recruitment began on January 7, 2022 and ends on January 27, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for February 15, 2022.
- k. Police Captain** – (Recruitment due to contractual requirement and anticipated vacancies) – The closed recruitment began on December 1, 2021 and ended on December 14, 2021. We received 13 approved applications. The exam was administered on January 5, 2022. The Rule 23 appeal period ends on January 20, 2022.
- l. Police Patrol Officer** – (Recruitment due to several vacancies) – The open recruitment began on November 19, 2021 and ended on December 15, 2021. We received 90 applications and 65 were approved for the exam. The exam is scheduled for January 12, 2022.
- m. 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 eligibility list will be presented to the Commission for certification during this meeting.
- n. Tax Auditor** – (Recruitment due to a newly created position) – The open recruitment began on November 14, 2021 and ended on December 14, 2021. We received 10 applications and 5 were approved for the exam. The exam was administered on January 4, 2022. The eligibility list will be presented to the Commission for certification during this meeting.

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**CONSENT AGENDA(CONTINUED)**

**o. Wastewater Electrical Specialist** – (Recruitment requested by the Mayor per Rule 32) – 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.

**p. WW SCADA Coordinator** – (Recruitment due to an employee promotion) – The open recruitment began on January 7, 2022 and ends on January 27, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for February 15, 2022.

2. Ratify the Commission’s letter to Lorenzo Trujillo, regarding the removal of his name from the Airport Operations/Maintenance Worker eligibility list.
3. Ratify the Commission’s letter to Gene Morenko and Heston Paige regarding the removal of their names from the Firefighter eligibility list.
4. Ratify the Commission’s letter to Christina Hoover and Amanda McKinney regarding the removal of their names from the Office Assistant eligibility list.
5. Ratify the Commission’s letter to Romana Rodriguez regarding the removal of her name from the Permit Compliance Specialist eligibility list.
6. Ratify the Commission’s letter to Cheston Reyes regarding the removal of his name from the Police Patrol Officer eligibility list.
7. Ratify the Commission’s letters to IBPO local 537 regarding notice of exam date for Police Captain and Police Sergeant.
8. Ratify the Commission’s letter to Kathy Workman regarding the approval of her appeal to be allowed to take the Accountant II examination.
9. Ratify the Commission’s letter to Patrick Baluch regarding the rejection of his appeal to the removal of his name from the Police Patrol Officer eligibility list.
10. Ratify the Commission’s letter to Brently Hockaday regarding the approval of his request to be placed on the re-employment list for Police Patrol Officer.
11. Ratify the Commission’s decision to conduct a T&E examination for Deputy Fire Chief and Grant and Resource Development Administrator.

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

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**REGULAR AGENDA**

1. Submission of the eligible list for Accountant II  
**Commission Action:** Approve and certify the eligible list for the class title of Accountant II.
2. Submission of the eligible list for Deputy Fire Chief  
**Commission Action:** Approve and certify the eligible list for the class title of Deputy Fire Chief.
3. Submission of the eligible list for Grant and Resource Development Administrator  
**Commission Action:** Approve and certify the eligible list for the class title of Grant and Resource Development Administrator.
4. Submission of the eligible list for Police Sergeant  
**Commission Action:** Approve and certify the eligible list for the class title of Police Sergeant.
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. Commissioner Sharon Bonner Oath of Office.
2. 2021 Summary Report.
3. Police Sergeant exam report of irregularity discussion.
4. Set the date for the February 2022 Civil Service Commission Meeting.

**ADJOURN**