



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
JANUARY 10, 2012
5:30 P.M.**

MINUTES

CALL TO ORDER

Chairman Dan Archibeque called the Civil Service Commission Meeting to order.

ROLL CALL

Commission Members Present: Dan Archibeque, Guy Kennedy, Sharon Bonner

Administrative and Civil Service Staff Members Present: Counsel for the Commission Robert Jagger, Interim, Human Resources Director Marisa Walker, Fire Chief Chris Riley, Civil Service Administrator Toni Selman, and Secretary Lynne Huskins.

Other Interested Parties: Fire Union Representative James Riddell.

AMENDMENTS TO AGENDA

Mr. Archibeque asked if there were any amendments to the agenda. Ms. Selman asked that an item, Submission of the Eligible List for Land Use Technician, be added to the regular agenda as number three. Ms. Selman said this amendment was needed due to the fact that the examination for this position was held on today, and two persons were scheduled for the exam, but only one candidate appeared. The staff was able to score this exam, and the passing candidate waived her right to the appeal period, therefore, the list is available to be certified tonight. Mr. Kennedy seconded by Ms. Bonner moved to approve the Agenda as amended.

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

READING AND APPROVAL OF MINUTES

Mr. Kennedy seconded by Ms. Bonner moved to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, December 13, 2011 as distributed.

Roll Call -- Ayes: Kennedy and Bonner. Motion carried unanimously.

CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

The Commission received and filed the following status report on current recruitments:

- a. HR Analyst - (Recruitment due to new position in 2012 staffing) – The written examination was held on January 6, 2012. The eligible list for this position will be signed at this meeting.

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CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

- b. Land Use Technician - (Recruitment due to promotion) - The written examination will be held on January 10, 2012.
- c. Stormwater Crew Leader – (Recruitment due to employee demotion) – The internal recruitment began on December 11, 2011 and ended on January 2, 2012. We received 13 applications for this position and eight were approved. Written and performance examinations will be held in the near future.
- d. Emergency Medical Officer - (Recruitment required every year per Civil Service Rule 29) – The internal recruitment began on December 18, 2011 and ends on January 15, 2012. At the time of this agenda, we had received one application for this position.
- e. Fire Engineer - (Recruitment required every year per Civil Service Rule 29) – The internal recruitment began on December 18, 2011 and ends on January 15, 2012. At the time of this agenda, we had received three applications for this position.

COMMUNICATIONS

- 1. Ratify the Commission's letter to Adrienne Long regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
- 2. Ratify the Commission's letter to Elizabeth Gunn regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
- 3. Ratify the Commission's letter to Becki Caffey regarding the removal of her name from the Emergency Services Dispatch Supervisor eligibility list.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve all items on the Consent Agenda.

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

REGULAR AGENDA

- 1. The Civil Service Administrator submitted the eligible list for HR Analyst.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for HR Analyst.

Roll Call -- Ayes: Kennedy and Bonner. Motion carried unanimously.

- 2. Discussion was held to determine the method of examination for the classification of WW SCADA Coordinator. Ms. Selman stated that the recruitment has not yet begun, but she would suggest that a T&E examination be conducted for this position. She noted that in previous recruitments, qualified candidates for this position are few. Due to the extremely technical nature of the position, the availability of pertinent examination material and subject

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matter experts in this field are very limited. Ms. Selman indicated that the last recruitment held for this position in 2009 generated six qualified applicants, and a T&E examination was conducted. Mr. Jagger asked with respect to the specific position requirements, was the person hired from the recruitment in 2009 able to perform the duties of the position. Ms. Selman stated that the candidate hired was very successful, but he is leaving the employ of the City for a new position.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve the use of a T&E examination for the classification of WW SCADA Coordinator.

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

3. The Civil Service Administrator submitted the eligible list for Land Use Technician.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Land Use Technician.

Roll Call -- Ayes: Kennedy and Bonner. Motion carried unanimously.

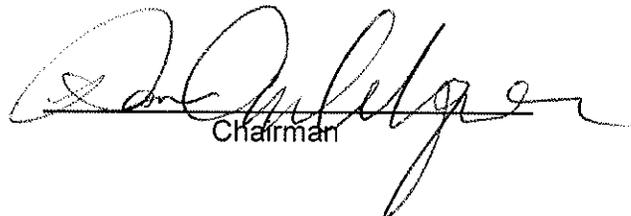
ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for February 14, 2012 at 5:30 p.m. The meeting will be held in the interim City Council Chambers, 301 W. "B" Street.

INFORMATIONAL ITEMS

1. The Commission received their handouts

ADJOURN – 5:44 p.m.


Chairman