



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, February 8, 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, January 11, 2022.

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, January 11, 2022 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:

- Accounting Technician IV** – (Recruitment due to employee demotion) – The open recruitment began on January 14, 2022 and ended on February 3, 2022. We received 8 applications as of the date this agenda was prepared. The exam is scheduled for February 15, 2022.
- Associate Engineer I – Stormwater** – (Recruitment due to the addition of an FTE) – The closed recruitment began on January 25, 2022 and ended on February 7, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for February 23, 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. This recruitment is on hold pending action on the previous list.
- 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 and 39 were approved for the exam. The exam was administered on January 18, 2022. The eligibility list will be presented to the Commission for certification during this meeting.

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**CONSENT AGENDA (CONTINUED)**

- e. 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 24 approved applications. The exam was administered on February 4, 2022. The Rule 23 appeal period ends on February 18, 2022.
- f. Fire Engineer** – (Recruitment due to contractual requirement and anticipated vacancies) – The closed recruitment began on January 30, 2022 and ends on February 12, 2022. We received 3 applications as of the date this agenda was prepared. The exam is scheduled for April 19, 2022.
- g. Fire Inspector** – (Recruitment due to contractual requirement and anticipated vacancies) – The closed recruitment began on January 9, 2022 and ended on January 22, 2022. We received 4 approved applications. The exam is scheduled for February 16, 2022.
- h. Licensing Coordinator** – (Recruitment due to the addition of an FTE) – The closed recruitment began on January 20, 2022 and ended on February 2, 2022. We received 1 approved application. A T&E exam was administered on February 3, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- i. Media Systems Administrator** – (Recruitment due to an anticipated retirement) – The open recruitment began on January 28, 2022 and ends on February 17, 2022. We received 2 applications as of the date this agenda was prepared. The exam is scheduled for March 1, 2022.
- j. Office Assistant** – (Recruitment due to current and anticipated vacancies) – The open recruitment began on January 7, 2022 and ends on February 10, 2022. We received 104 applications as of the date this agenda was prepared. The exam is scheduled for February 22, 2022.
- k. Park Caretaker II** – (Recruitment due to an employee promotion) – The closed recruitment began on January 28, 2022 and ends on February 10, 2022. We received 2 applications as of the date this agenda was prepared. The exam is scheduled for March 1, 2022.
- l. Planner** – (Recruitment due to anticipated vacancies) – The open recruitment began on January 7, 2022 and ends on January 27, 2022. We received 20 applications and 5 were approved for the exam. A T&E exam was administered on January 31, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- m. Police Captain** – (Recruitment due to contractual requirement and 2 current 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 eligibility list will be presented to the Commission for certification during this meeting. Because the list being presented contains only 1 candidate and there are 2 vacancies, another recruitment was initiated. The closed recruitment began on January 16, 2022 and ended on January 29, 2022. We received 9 approved applicants. The exam is scheduled for March 18, 2022.

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**CONSENT AGENDA (CONTINUED)**

- n. 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 was administered on January 12, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- o. Police Sergeant** – (Recruitment due to anticipated vacancies) – The closed recruitment began on January 12, 2022 and ended on January 25, 2022. We received 33 approved applications. The exam is scheduled for March 10, 2022.
- p. Program Coordinator (Aquatics)** – (Recruitment due to the addition of an FTE) – The open recruitment began on January 23, 2022 and ends on February 13, 2022. We received 3 applications as of the date this agenda was prepared. The exam is scheduled for March 1, 2022.
- q. Tax Auditor** – (Recruitment due to the addition of an FTE) – The open recruitment began on February 2, 2022 and ends on March 6, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for March 18, 2022.
- r. Traffic Signal Technician** – (Recruitment due to an employee retirement) – The closed recruitment began on January 14, 2022 and ended on January 27, 2022. We received 1 approved application. A T&E exam was administered on January 31, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- s. WW SCADA Coordinator** – (Recruitment due to an employee promotion) – The open recruitment began on January 7, 2022 and ended on January 27, 2022. We received 0 applications. The hiring manager requested reposting. The subsequent open recruitment began on February 4, 2022 and ends on March 6, 2022. The exam is scheduled for March 18, 2022.
2. Ratify the Commission’s letter to David Bergherm, Phillip Castro, and Dennis Heedt, Sergio Mireles, regarding the removal of their names from the Community Service Specialist eligibility list.
  3. Ratify the Commission’s letter to Alvin Cole, Cindy DeBiase and Daniel Gonzales regarding the removal of their names from the Code Enforcement Officer eligibility list.
  4. Ratify the Commission’s letter to Jo Anne Pantoya and Krysten Tripp regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
  5. Ratify the Commission’s letter to Alex Anderson, Bray Antrim, Mason Auge, Adam Bonnett, Elysha Charter, Christophe Cheroret, Juan Fernandez, Connor Haney, Jacob Hawthorne, Collin Jostes, Jennah Laraque, Bryan Marsh, Ryan Massmann, Daniel Medford, Christopher Patterson, Jon Richards, William Schickel, Joshua Seymour, Ivan Valles, Robert Vigil, Aaron Williams, regarding the removal of their names from the Firefighter eligibility list.
  6. Ratify the Commission’s letter to Tiffany Stanley, regarding the removal of her name from the Office Assistant eligibility list.

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**CONSENT AGENDA (CONTINUED)**

7. Ratify the Commission's letter to William Peacock, regarding the removal of his name from the Park Caretaker II eligibility list.
8. Ratify the Commission's letter to Aurjonee Cobb regarding the removal of her name from the Tax Auditor eligibility list.
9. Ratify the Commission's letters to IAFF Local 3 regarding notice of exam date for Fire Engineer and Emergency Medical Officer.
10. Ratify the Commission's letter to Raymond Purvis, regarding the rejection of his appeal to the content the Police Captain examination.
11. Ratify the Commission's letter to Clay Klipfel regarding the approval of his request to be placed on the re-employment list for Police Patrol Officer.
12. Ratify the Commission's letter to Shae Maestas regarding the approval of her request to be placed on the re-employment list for Emergency Services Dispatcher.
13. Ratify the Commission's decision to conduct a T&E examination for Licensing Coordinator, Planner and Traffic Signal Technician.

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

**REGULAR AGENDA**

1. Submission of the eligible list for Emergency Services Dispatcher  
**Commission Action:** Approve and certify the eligible list for the class title of Emergency Services Dispatcher.
2. Submission of the eligible list for Licensing Coordinator  
**Commission Action:** Approve and certify the eligible list for the class title of Licensing Coordinator.
3. Submission of the eligible list for Police Captain  
**Commission Action:** Approve and certify the eligible list for the class title of Police Captain.
4. Submission of the eligible list for Police Patrol Officer  
**Commission Action:** Approve and certify the eligible list for the class title of Police Patrol Officer.
5. Submission of the eligible list for Planner  
**Commission Action:** Approve and certify the eligible list for the class title of Planner.
6. Submission of the eligible list for Traffic Signal Technician  
**Commission Action:** Approve and certify the eligible list for the class title of Traffic Signal Technician.

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**ADMINISTRATIVE ITEMS**

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

**ADJOURN**