



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, January 11, 2022  
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 - Absent

Administrative and Civil Service Staff Members Present: Bella Trujillo, Assistant HR Director;  
Manuel Alcala, Civil Service Administrator.

### **AMENDMENTS TO THE AGENDA:**

Mr. Archibeque asked if there were any amendments to the agenda. Mr. Alcala asked that administrative item #1 be moved to the beginning of meeting. Commissioner Sharon Bonner needed to take her Oath of Office before making any official decisions.

### **READING AND APPROVAL OF MINUTES**

**Commission Action:** Mr. Archibeque seconded by Ms. Bonner, moved to dispense with the reading and approve the minutes for the December 14, 2021 regular meeting as distributed.

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

### **APPROVAL OF CONSENT AGENDA**

**Commission Action:** Mr. Archibeque seconded by Ms. Bonner, moved to approve all items set forth in the consent agenda.

Roll Call—Ayes- Archibeque, Bonner. Motion carried unanimously.

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**REGULAR AGENDA**

1. Submission of the eligible list for Accountant II

**Commission Action:** Mr. Archibeque seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Accountant II.

Roll Call—Ayes- Archibeque, Bonner. Motion carried unanimously.

2. Submission of the eligible list for Deputy Fire Chief

**Commission Action:** Mr. Archibeque seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Deputy Fire Chief.

Roll Call—Ayes- Archibeque, Bonner. Motion carried unanimously.

3. Submission of the eligible list for Grant and Resource Development Administrator

**Commission Action:** Mr. Archibeque seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Grant and Resource Development Administrator.

Roll Call—Ayes- Archibeque, Bonner. Motion carried unanimously.

4. Submission of the eligible list for Police Sergeant

**Commission Action:** Mr. Archibeque seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Police Sergeant.

Roll Call—Ayes- Archibeque, Bonner. Motion carried unanimously.

5. Submission of the eligible list for Tax Auditor

**Commission Action:** Mr. Archibeque seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Tax Auditor.

Roll Call—Ayes- Archibeque, Bonner. Motion carried unanimously.

6. Submission of the eligible list for Wastewater Electrical Specialist

**Commission Action:** Mr. Archibeque seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Wastewater Electrical Specialist.

Roll Call—Ayes- Archibeque, Bonner. Motion carried unanimously.

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**ADMINISTRATIVE ITEMS**

1. 2021 Summary Report – Manuel said we had 30 applications (2%) less than we had in 2020. The report did not account for about 74 applications for on-going recruitments. We are off to a busy start in 2022. We have about 13 recruitments in different stages as of now and there are about 7 more slated to start next week with more to come. Police is still our largest internal customer with 35% of applicants coming from that Department. We had a fire department recruitment in 2021 that made Fire Department our second largest customer. Other large customers were Parks and Rec, Finance, and Wastewater.  
Demographics. We had 51% female applicants and 26% made it to eligible lists. Minority applicants constituted 50% of job applicants and 40% made it to eligible lists. Despite various efforts to obtain applicant missing information, getting people to submit complete application packets is our biggest challenge. Commissioner Archibeque asked if we are still losing the same percentage of applicants since moving over to NeoGov. Manuel said he could not answer that question because we have no such data prior to NeoGov.  
Budget. Manuel said we continue to meet our financial commitments through the end of the year. 2021 operating budget distribution - 78% for testing and marketing, 8% for Office Administration, and the rest for miscellaneous office upkeep.  
Current Special Projects. The last Rule Revision Taskforce meeting, relating to rule 18e, will go in front of counsel for first presentation on January 24, 2022. Manuel said it appears the taskforce has reached a plateau in the project assigned by the Commission. We plan to meet less frequently to revisit potential issues once the initial project is done.  
Exam vendor bids. This has taken a backseat due to workload, but we have started the RFP process for a new Psychological Exam vendor.
2. Police Sergeant exam report of irregularity discussion – Manuel said the Police department had called him after the exam and said that something might be wrong with the Sergeant exam in that the current policies were not used. Manuel contacted the exam vendor about the issue and found that the vendor had used an outdated version of the manual. The office staff conducted an internal audit of the affected questions and found that 4 questions were not found on the current manual. Manuel let the Rule 23 appeal process play out. The Chief of Police reviewed the appeals and provided feedback. The Chief's feedback and appeal went to the testing company. The vendor found 5 questions from an older version of the manual and recommended the Commission give credit to all candidates for those questions. The Commission voted on giving credit for the 5 questions.  
Manuel said he and the exam vendor agreed that because this policy is obtained from our website and policies change frequently, the vendor would confirm with him if a policy they plan to use is older than 6 months. Manuel said he's also hoping the department will give us copies of the reference material being used so we could conduct an internal audit in hopes of catching any issues before test administration. Commissioner Archibeque chimed in saying that he didn't want the office to have to do more work but wanted to hold the exam vendor accountable for their mistakes. He suggested when we go out for RFP, we add language to the new exam vendor agreement that holds them accountable for mistakes like this, which would save the City money.

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3. The next regular meeting of the Civil Service Commission was scheduled for February 8, 2022 at 11:00 A.M. The meeting will be held in City Council Chambers, 1 City Hall Place (3<sup>rd</sup> floor).

**ADJOURNED – 11:27AM**

A handwritten signature in blue ink, appearing to read "Dan Aulig", is written over a horizontal line.

Commission Chair