



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

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, February 8, 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 10 applications and 5 were approved for the exam. The exam was administered on February 15, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- Associate Engineer I – Stormwater** – (Recruitment due to the addition of an FTE) – The open recruitment began on February 9, 2022 and ended on March 1, 2022. We received 1 approved application. The T&E exam was administered on March 4, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- Associate Field Engineer** – (Recruitment due to an upcoming retirement and a newly added position) – The closed recruitment began on February 24, 2022 and ends on March 9, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for March 22, 2022.

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CONSENT AGENDA (CONTINUED)

- d. Civil Engineer/Drainage** – (Recruitment due to an employee promotion) – The open recruitment began on February 25, 2022 and ends on March 17, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for March 30, 2022.
- e. Code Enforcement Officer** – (Recruitment due to anticipated vacancies) – The open recruitment began on March 4, 2022 and ends on April 7, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for April 22, 2022.
- f. Community Service Officer** – (Recruitment due to the addition of FTEs) – The open recruitment began on February 18, 2022 and ends on March 10, 2022. We received 39 applications as of the date this agenda was prepared. The exam is scheduled for March 22, 2022.
- g. Emergency Medical Officer** - (Recruitment due to contractual agreement) – The closed recruitment began on February 13, 2022 and ended on February 26, 2022. We received 7 applications, and all were approved. The exam is scheduled for May 11, 2022.
- h. 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 applications, and all were approved. The exam was administered on February 4, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- i. Fire Engineer** – (Recruitment due to contractual requirement and anticipated vacancies) – The closed recruitment began on January 30, 2022 and ended on February 12, 2022. We received 6 applications, and all were approved. The exam is scheduled for April 19, 2022.
- j. Laboratory Pretreatment Specialist** – (Recruitment due to an employee resignation) – The open recruitment began on February 25, 2022 and ends on March 17, 2022. We received 6 applications as of the date this agenda was prepared. The exam is scheduled for March 30, 2022.
- k. Lead Court Technician** – (Recruitment due to an anticipated employee retirement) – The closed recruitment began on February 24, 2022 and ends on March 9, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for March 22, 2022.
- l. Media Systems Administrator** – (Recruitment due to an employee retirement) – The open recruitment began on January 28, 2022 and ended on February 17, 2022. We received 4 applications and 2 were approved. The T&E exam was administered on February 23, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- m. Office Assistant** – (Recruitment due to current and anticipated vacancies) – The open recruitment began on January 7, 2022 and ended on February 10, 2022. We received 125 applications and 73 approved for the exam. The exam was administered on February 22, 2022. The eligibility list will be presented to the Commission for certification during this meeting.

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CONSENT AGENDA (CONTINUED)

- n. Park Caretaker II** – (Recruitment due to an employee promotion) – The closed recruitment began on January 28, 2022 and ended on February 10, 2022. We received 4 applications and 3 were approved for the exam. The T&E exam was administered on February 24, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- o. Park Ranger** – (Recruitment due to the addition of an FTE) – The open recruitment began on March 6, 2022 and ends on March 26, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for April 11, 2022.
- p. Police Captain** – (Recruitment due to contractual requirement and 2 current vacancies) – The closed recruitment began on January 16, 2022 and ended on January 29, 2022. We received 9 applications all were approved for the exam. The exam is scheduled for March 18, 2022.
- q. Police Sergeant** – (Recruitment due to contractual requirement and anticipated vacancies) – The closed recruitment began on January 12, 2022 and ended on January 25, 2022. We received 33 applications, and all were approved for the exam. The exam is scheduled for March 10, 2022.
- r. Program Coordinator (Aquatics)** – (Recruitment due to the addition of an FTE) – The open recruitment began on January 23, 2022 and ended on February 13, 2022. We received 5 applications and 1 approved for exam. The T&E exam was administered on February 15, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- s. Senior Office Assistant** – (Recruitment due to two vacancies) – The closed recruitment began on February 10, 2022 and ended on February 23, 2022. We received 5 applications and all were approved for the exam. The exam is scheduled for March 10, 2022.
- t. Tax Auditor** – (Recruitment due to the addition of an FTE) – The open recruitment began on February 2, 2022 and ended on March 6, 2022. We received 5 applications as of the date this agenda was prepared. The exam is scheduled for March 18, 2022.
- u. Traffic Engineering Analyst** – (Recruitment due to an employee separation) – The open recruitment began on February 25, 2022 and ends on March 17, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for March 30, 2022.
- v. Traffic Signal Technician** – (Recruitment due to an employee retirement) – The open recruitment began on February 9, 2022 and ended on March 1, 2022. We received 11 applications and 3 were approved for the exam. The T&E exam was administered on March 3, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- w. WW SCADA Coordinator** – (Recruitment due to an employee promotion) – The open recruitment began on February 4, 2022 and ended on March 6, 2022. We received 2 applications as of the date this agenda was prepared. The exam is scheduled for March 18, 2022.

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CONSENT AGENDA (CONTINUED)

2. Ratify the Commission's letter to Amanda Coleman regarding the removal of her name from the Accountant II eligibility list.
3. Ratify the Commission's letter to Jayme Riddell regarding the removal of her name from the Administrative Technician eligibility list.
4. Ratify the Commission's letter to Benjamin Pierce regarding the removal of his name from the Associate Field Engineer eligibility list.
5. Ratify the Commission's letter to Kathleen Kline regarding the removal of her name from the Code Enforcement Officer eligibility list.
6. Ratify the Commission's letter to Janell Chain, Alice Grimm, Mark Jones, Misty Kirchner, Alyssa Maltby, Vicki Rose, Rebecca Shaufler, Elizabeth Trujillo, regarding the removal of their names from the Community Service Specialist eligibility list.
7. Ratify the Commission's letter to John Ireland and Adam Pruce regarding the removal of his name from the Deputy Fire Chief eligibility list.
8. Ratify the Commission's letter to Nicolette Castillo, Danielle Palider and Debbie Ward regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
9. Ratify the Commission's letter to Joshua Aguilar, Aaron Conant, Dylan LaCrue, Shanon Lautenschlager, Steven Leady Jr, Anthony Matamoros, Chantry Rodrigues, Colton Spera, Timothy Tinney, Phillip Torres and Brenden Young regarding the removal of their names from the Police Patrol Officer eligibility list.
10. Ratify the Commission's letter to Danielle Motze regarding the removal of her name from the Traffic Engineering Analyst eligibility list.
11. Ratify the Commission's letter to Alicia Cabera, Victor DaRocha and David Waller regarding the removal of their names from the Wastewater Utility Worker eligibility list.
12. Ratify the Commission's letter to Amanda Coleman regarding the approval of her appeal to be placed back on the Accountant II eligibility list.
13. Ratify the Commission's letters to Matthew Cornella, Spencer Craig John Gacnik, Brian Garcia, Michael Hlatki, Daniel Jones, Paul Luebke, and Nathan Schwalm regarding the approval of their appeals to the content of the Fire Captain exam.
14. Ratify the Commission's letter to Shanon Lautenschlager, regarding the rejection of his appeal to remain on the Police Patrol Officer eligibility list.
15. Ratify the Commission's decision to conduct a T&E examinations for Associate Engineer I – Stormwater, Media Systems Administrator, Park Caretaker II, Program Coordinator – Aquatics, and Traffic Signal Technician.

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

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REGULAR AGENDA

1. Submission of the eligible list for Accounting Technician IV
Commission Action: Approve and certify the eligible list for the class title of Accounting Technician IV.
2. Submission of the eligible list for Associate Engineer I – Stormwater
Commission Action: Approve and certify the eligible list for the class title of Associate Engineer I - Stormwater
3. Submission of the eligible list for Fire Captain
Commission Action: Approve and certify the eligible list for the class title of Fire Captain.
4. Submission of the eligible list for Media Systems Administrator
Commission Action: Approve and certify the eligible list for the class title of Media Systems Administrator.
5. Submission of the eligible list for Office Assistant
Commission Action: Approve and certify the eligible list for the class title of Office Assistant.
6. Submission of the eligible list for Park Caretaker II
Commission Action: Approve and certify the eligible list for the class title of Park Caretaker II.
7. Submission of the eligible list for Program Coordinator - Aquatics
Commission Action: Approve and certify the eligible list for the class title of Program Coordinator - Aquatics.
8. 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.

ADMINISTRATIVE ITEMS

1. Discuss open meetings
2. Set the date for the April 2022 Civil Service Commission Meeting.

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