



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Wednesday, March 23, 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:
 - a. Associate Field Engineer** – (Recruitment due to an upcoming retirement and a newly added position) – The closed recruitment began on February 24, 2022 and ended on March 9, 2022. We received 1 approved application. The T&E exam was administered on March 10, 2022. The eligibility list will be presented to the Commission for certification during this meeting. Since there were insufficient names to fill both vacancies, the PAGE union waived the requirement to post the job for promotion again and the position was posted to the public. The open recruitment began on March 16, 2022 and ends on April 5, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for April 19, 2022.
 - b. Civil Engineer/Drainage** – (Recruitment due to an employee promotion) – The open recruitment began on February 25, 2022 and ended on March 17, 2022. We received 1 application and 0 were approved for the exam. The Rule 17 appeal period ends on March 31, 2022.
 - c. Code Enforcement Officer** – (Recruitment due to anticipated vacancies) – The open recruitment began on March 4, 2022 and ends on April 7, 2022. We received 25 applications as of the date this agenda was prepared. The exam is scheduled for April 22, 2022.

CIVIL SERVICE COMMISSION MEETING
Wednesday, March 23, 2022

CONSENT AGENDA (CONTINUED)

- d. Community Service Officer** – (Recruitment due to the addition of FTEs) – The open recruitment began on February 18, 2022 and ended on March 10, 2022. We received 57 applications and 39 were approved for the exam. The exam was administered on March 22, 2022.
- e. 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.
- f. Equipment Operator II** - (Recruitment due to multiple vacancies) – The closed recruitment began on March 15, 2022 and ends on March 28, 2022. We received 2 applications as of the date this agenda was prepared. The exam is scheduled for April 11, 2022.
- g. Equipment Operator IV** - (Recruitment due to multiple vacancies) – The closed recruitment began on March 15, 2022 and ends on March 28, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for April 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. Certification of the eligibility list is pending Commission review and decision on submitted exam content appeals, scheduled for March 23, 2022.
- 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. Fire Inspector** – (Recruitment due to contractual requirement and anticipated vacancies) – The closed recruitment began on March 20, 2022 and ends on April 2, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for June 17, 2022.
- k. HR Analyst I** - (Recruitment due to an employee resignation) – The closed recruitment began on March 15, 2022 and ends on March 28, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for April 11, 2022.
- l. Laboratory Pretreatment Specialist** – (Recruitment due to an employee resignation) – The open recruitment began on February 25, 2022 and ended on March 17, 2022. We received 11 applications and 6 were approved for the exam. The exam is scheduled for March 30, 2022.
- m. Lead Court Technician** – (Recruitment due to an anticipated employee retirement) – The closed recruitment began on February 24, 2022 and ended on March 9, 2022. We received 3 applications and 2 were approved for the exam. The T&E exam was administered on March 10, 2022. The eligibility list will be presented to the Commission for certification during this meeting.

CIVIL SERVICE COMMISSION MEETING
Wednesday, March 23, 2022

CONSENT AGENDA (CONTINUED)

- n. 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 35 applications as of the date this agenda was prepared. The exam is scheduled for April 11, 2022.
- o. 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 was administered on March 18, 2022. The Rule 23 appeal period ends on April 1, 2022.
- p. 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 was administered on March 10, 2022. The Rule 23 appeal period ends on March 24, 2022.
- q. 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 was administered on March 10, 2022. The Rule 23 appeal period ends on March 24, 2022.
- r. Traffic Engineering Analyst** – (Recruitment due to an employee separation) – The open recruitment began on February 25, 2022 and ended on March 17, 2022. We received 2 application and 1 was approved for the exam. The T&E exam was administered on March 18, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- s. 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 was certified by the Commission during the March 8, 2022 meeting; but an amended list will be presented to the Commission during this meeting, contingent on the results of an appeal submitted by an applicant.
- t. Wastewater Utility Worker** – (Recruitment due to an employee retirement) – The open recruitment began on March 16, 2022 and ends on April 5, 2022. We received 3 applications as of the date this agenda was prepared. The exam is scheduled for April 19, 2022.
- u. WWTP Maintenance Mechanic** – (Recruitment due to the addition of an FTE) – The closed recruitment began on March 11, 2022 and ends on March 24, 2022. We received 0 applications as the date this agenda was prepared. The exam is scheduled for April 5, 2022.

CIVIL SERVICE COMMISSION MEETING
Wednesday, March 23, 2022

CONSENT AGENDA (CONTINUED)

2. Ratify the Commission's letter to Natasha Sparks regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
3. Ratify the Commission's letter to Bridget Carsten regarding the removal of her name from the Accounting Technician IV eligibility list.
4. Ratify the Commission's letter to David Escalante, Jay Euler, Daniel Fuller, Christopher Gooch, Charles Hall, Keith Hed, Erek Johnson, and Jason Sobczak, regarding the removal of their names from the Firefighter eligibility list.
5. Ratify the Commission's letter to Bridget Carsten and Rebecca Flores regarding the removal of their names from the Office Assistant eligibility list.
6. Ratify the Commission's letter to Blake Anderson, Matthew Aubuchon, Jeremiah Baker, Dalton Davis, Devin Feldhacker, Christopher Gutierrez, Darian Jacobs-Medina, Ashton Lovett, Isaac Mathews, Jonathan Montgomery, Dominic Musso, and Dillon Stinnette, regarding the removal of their names from the Police Patrol Officer eligibility list.
7. Ratify the Commission's letter to Moise Dzogolo regarding the removal of his name from the Planner eligibility list.
8. Ratify the Commission's letter to Jeffrey Johnston regarding the removal of his name from the Tax Auditor eligibility list.
9. Ratify the Commission's letter to Sam Martin regarding the removal of his name from the WWTP Maintenance Mechanic eligibility list.
10. Ratify the Commission's decision to conduct T&E examinations for Associate Field Engineer, Lead Court Technician and Traffic Engineering Analyst.
11. Ratify the Commission's notice to the IAFF Local 3 regarding the exam dates for Fire Inspector.

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

REGULAR AGENDA

1. Review the appeals submitted by Matthew Cornella, Spencer Craig John Gacnik, Brian Garcia, Michael Hlatki, Daniel Jones, Paul Luebke, and Nathan Schwalm relating to the content of the Fire Captain exam.
Commission Action: Approve, deny, or set for formal hearing
2. Review the appeal submitted by Mark Herrera relating to the rejection of his application for the Traffic Signal Technician exam.
Commission Action: Approve, deny, or set for formal hearing
3. Submission of eligible lists for Fire Captain and Traffic Signal Technician, contingent on Commission decision on appeals.
Commission Action: Approve and certify the eligible list(s)

CIVIL SERVICE COMMISSION MEETING
Wednesday, March 23, 2022

REGULAR AGENDA(CONTINUED)

4. Submission of the eligible list for Associate Field Engineer
Commission Action: Approve and certify the eligible list for the class title of Associate Field Engineer
5. Submission of the eligible list for Lead Court Technician
Commission Action: Approve and certify the eligible list for the class title of Lead Court Technician.
6. Submission of the eligible list for Traffic Engineering Analyst
Commission Action: Approve and certify the eligible list for the class title of Traffic Engineering Analyst.

ADMINISTRATIVE ITEMS

1. Reminder of the date for the April 2022 Civil Service Commission Meeting.

ADJOURN