



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

Administrative and Civil Service Staff Members Present: Marisa Pacheco, HR Director; Manuel Alcala, Civil Service Administrator.

AMENDMENTS TO THE AGENDA:

Manuel requested the following changes to the agenda: (1) Move Item #13 from the Consent Agenda to Item #3 of the Regular Agenda and (2) remove Regular Agenda Item #3. Representatives from the Fire Department are requesting clarification on the results of the most recent Fire exam. The Tax Auditor and the Wastewater SCADA Coordinator recruitments ended over the weekend, so Manuel requested (3) adding the Commission's approval to perform T&Es for these positions to the Consent Agenda and (4) adding the certification of these lists to the Regular Agenda.

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 February 8, 2022 regular meeting as distributed.

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

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REGULAR AGENDA

1. Submission of the eligible list for Accounting Technician IV

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Accounting Technician IV.

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

2. Submission of the eligible list for Associate Engineer I - Stormwater

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Associate Engineer I - Stormwater.

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

3. 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.

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to deny ratification, and set the matter for review and decision at the next meeting.

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

4. Submission of the eligible list for Media Systems Administrator

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

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

5. Submission of the eligible list for Office Assistant

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

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

6. Submission of the eligible list for Park Caretaker II

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

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

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REGULAR AGENDA(CONTINUED)

7. Submission of the eligible list for Program Coordinator - Aquatics

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Program Coordinator - Aquatics.

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

8. Submission of the eligible list for Traffic Signal Technician

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Traffic Signal Technician.

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

9. 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, Javaneau. Motion carried unanimously.

10. Submission of the eligible list for WW SCADA Coordinator

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of WW SCADA Coordinator.

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

ADMINISTRATIVE ITEMS

1. The next meeting will be held on Wednesday, March 23, 2022, at 11:00 AM. The meeting will be held in City Council Chambers, 1 City Hall Place (3rd floor).
2. The April meeting will be held on April 12, 2022 at 11:00AM The meeting will be held in City Council Chambers, 1 City Hall Place (3rd floor).
3. Discussion on open meetings.
Bob Jagger addressed the topic concerning open meetings and using electronic mail. He said that if two or more members of the Commission use electronic mail to discuss opinions or other Commission matters outside of an open meeting, it will violate open meeting law. This can lead to the email being disclosed and inspected. Dan asked if this includes the emails that Manuel sends to all three Commissioners. Bob confirmed and said that each Commissioner should respond separately to Manuel and that there is no reason to copy another Commissioner, as copying even one Commissioner will violate

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the law. Dan Archibeque said that if there are concerns with certain decisions on the consent agenda, those can be moved to the regular agenda for further discussion and that there is no reason to be copying another Commissioner on any material.

Manuel had a question about timing now that we are moving appeals to the regular agenda to be discussed and voted on, especially when an appeal happens right after the Commission has met. This would delay the process an entire month and asked how we would get around that issue given the requirement that the Commission must respond within 10 days. Bob said we may need to think about moving to a bi-monthly meeting. Erick Javaneau stated he didn't think we would always need to meet twice a month, due to not having any items to discuss or vote on. Bob then said, we could just cancel one of the meetings in such cases. We would not be bound to having a bi-monthly meeting. Just as we publish our regular meetings, we would also publish the notice of cancellation of meetings.

Bob thinks that having a bi-monthly meeting would be helpful in special circumstances and in certifying eligible lists. We wouldn't have to wait the thirty days and we could get people hired sooner.

ADJOURNED - 11:47AM



Commission Chair