



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Wednesday, April 12, 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, March 23, 2022.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, March 23, 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 an employee demotion) – The open recruitment began on March 30, 2022 and ends on April 28, 2022. We received 5 applications as of the date this agenda was prepared. The exam is scheduled for May 10, 2022.
- Associate Field Engineer** – (Recruitment due to an upcoming retirement and a newly added position) – The open recruitment began on March 16, 2022 and ended on April 5, 2022. We received 0 applications. The Department and HR are reviewing the job description before requesting that we re-post.
- 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 position was re-posted. The new recruitment began on March 30, 2022 and ends on April 28, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for May 10, 2022.
- Code Enforcement Officer** – (Recruitment due to anticipated vacancies) – The open recruitment began on March 4, 2022 and ended on April 7, 2022. We received 38 applications and 27 were approved for the exam. The exam is scheduled for April 22, 2022.

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CONSENT AGENDA (CONTINUED)

- 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. Emergency Services Dispatcher** – (Recruitment due to multiple vacancies) – The open recruitment began on April 1, 2022 and ends on May 2, 2022. We received 10 applications as of the date this agenda was prepared. The exam is scheduled for May 17, 2022.
- g. Equipment Operator II** - (Recruitment due to multiple vacancies) – The closed recruitment began on March 15, 2022 and ended on March 28, 2022. We received 6 approved applications. The exam is scheduled for April 11, 2022.
- h. Equipment Operator IV** - (Recruitment due to multiple vacancies) – The closed recruitment began on March 15, 2022 and ended on March 28, 2022. We received 5 applications and 4 were approved for the exam. The T&E exam was administered on March 30, 2022. The Rule 23 appeal period ends on April 13, 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 ended on April 2, 2022. We received 4 applications, and all were approved for the exam. The exam is scheduled for June 17, 2022.
- k. HR Analyst I** - (Recruitment due to an employee resignation and an employee retirement) – The closed recruitment began on March 15, 2022 and ended on March 28, 2022. We received 1 approved application. The T&E exam was administered on March 30, 2022. The eligibility list will be presented to the Commission for certification during this meeting. Since there were two vacancies and only one approved applicant, this job was reposted to the public. The updated recruitment began on April 8, 2022 and ends on May 1, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for May 13, 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 was administered on March 30, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- m. MS4 Permit Coordinator** – (Recruitment due to the addition of an FTE) – The open recruitment began on March 27, 2022 and ends on April 16, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for May 13, 2022.

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CONSENT AGENDA (CONTINUED)

- n. Park Ranger** – (Recruitment due to the addition of an FTE) – The open recruitment began on March 6, 2022 and ended on March 26, 2022. We received 45 applications and 9 were approved for the exam. The exam is scheduled for April 11, 2022.
- o. Parks Senior Mechanic / Welder** – (Recruitment due to an employee retirement) – The closed recruitment began on April 7, 2022 and ends on April 20, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for May 5, 2022.
- p. PC / Network Technician** – (Recruitment due to an employee resignation) – The open recruitment began on April 8, 2022 and ends on May 1, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for May 13, 2022.
- q. Permit Compliance Specialist – Stormwater** – (Recruitment due to the addition of an FTE) – The open recruitment began on March 27, 2022 and ends on April 16, 2022. We received 7 applications as of the date this agenda was prepared. The exam is scheduled for May 12, 2022.
- r. 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 ended on April 1, 2022. The Commission will review the appeals during this meeting.
- s. Police Patrol Officer** – (Recruitment due to current and anticipated vacancies) – The open recruitment began on April 1, 2022 and ends on May 24, 2022. We received 24 applications as of the date this agenda was prepared. The exam is scheduled for June 6-7, 2022.
- t. 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 Commission will review the appeals during this meeting.
- u. Senior Airport Operations/Maintenance Specialist** – (Recruitment due to an employee promotion) - The closed recruitment began on April 5, 2022 and ends on April 18, 2022. We received 3 applications as of the date this agenda was prepared. The exam is scheduled for May 5, 2022.
- v. 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 eligibility list will be presented to the Commission for certification during this meeting.

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CONSENT AGENDA (CONTINUED)

W. Tax Compliance Technician – (Recruitment due to an employee promotion) – The open recruitment began on March 25, 2022 and ends on April 14, 2022. We received 4 applications as of the date this agenda was prepared. The exam is scheduled for April 28, 2022.

X. Utility Worker – (Recruitment due multiple vacancies) – The open recruitment began on March 27, 2022 and ends on April 23, 2022. We received 22 applications as of the date this agenda was prepared. The exam is scheduled for May 11, 2022.

Y. Wastewater Utility Worker – (Recruitment due to an employee retirement) – The open recruitment began on March 16, 2022 and ended on April 5, 2022. We received 11 applications and 5 were approved. The Rule 17 appeal period ends on April 16, 2022. The exam is scheduled for April 19, 2022.

Z. WWTP Maintenance Mechanic – (Recruitment due to the addition of an FTE) – The open recruitment began on March 30, 2022 and ends on April 21, 2022. We received 2 applications as the date this agenda was prepared. The exam is scheduled for May 10, 2022.

2. Ratify the Commission's letter to Clarissa Carrillo and Brenda Sanchez, regarding the removal of their names from the Community Service Officer eligibility list.
3. Ratify the Commission's letter to Dalynn Jprdan, regarding the removal of her name from the Accounting Technician IV eligibility list.
4. Ratify the Commission's letter to Connor O'Brien, regarding the removal of his names from the Firefighter eligibility list.
5. Ratify the Commission's letter to JoElla Fawkes, Laura Schrader, Erika Segura, Brandon Wilson, and Jennifer Wolfgang, regarding the removal of their names from the Office Assistant eligibility list.
6. Ratify the Commission's letter to Glenn Baker and Michael Churchfield, regarding the removal of their names from the Utility Worker eligibility list.
7. Ratify the Commission's letter to Conde Benoist regarding the removal of his name from the WW SCADA Coordinator eligibility list.
8. Ratify the Commission's decision to reject the request to conduct a T&E examination for Fire Engineer.
9. Ratify the Commission's decision to conduct T&E examinations for Equipment Operator IV and HR Analyst I.

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

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REGULAR AGENDA

1. Review the results of the search (RFP) for a psychological exam vendor.
Commission Action: Approve or deny the services of the selected vendor
2. Review the appeal submitted by Christopher Flores relating to the content of the Police Captain exam.
Commission Action: Approve, deny, or set for formal hearing
3. Review the appeal submitted by Paul Heblinger relating to the content of the Police Sergeant exam.
Commission Action: Approve, deny, or set for formal hearing
4. Submission of eligible list for Police Captain and Police Sergeant, contingent on Commission decision on appeals.
Commission Action: Approve and certify the eligible list(s)
5. Submission of the eligible list for HR Analyst I
Commission Action: Approve and certify the eligible list for the class title of HR Analyst I
6. Submission of the eligible list for Laboratory Pretreatment Specialist
Commission Action: Approve and certify the eligible list for the class title of Laboratory Pretreatment Specialist
7. Submission of the eligible list for Senior Office Assistant
Commission Action: Approve and certify the eligible list for the class title of Senior Office Assistant

ADMINISTRATIVE ITEMS

1. Set the date for the next Civil Service Commission Meeting.

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