



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Wednesday, April 26, 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, April 12, 2022.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, April 12, 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 10 applications as of the date this agenda was prepared. The exam is scheduled for May 10, 2022.
- Civil Engineer/Drainage** – (Recruitment due to an employee promotion) – The open 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 30 were approved for the exam. The exam was administered on April 22, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- 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.

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CONSENT AGENDA (CONTINUED)

- e. Emergency Services Dispatcher** – (Recruitment due to multiple vacancies) – The open recruitment began on April 1, 2022 and ends on May 2, 2022. We received 36 applications as of the date this agenda was prepared. The exam is scheduled for May 17, 2022.
- f. 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 was administered on April 11, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- g. 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 eligibility list will be presented to the Commission for certification during this meeting.
- h. 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 was administered on April 19, 2022. The Rule 23 appeal period ends on May 3, 2022.
- i. 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 approved applications. The T&E examination was administered on April 11, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- j. HR Analyst I** - (Recruitment due to an employee resignation) – The open recruitment began on April 8, 2022 and ends on May 1, 2022. We received 13 applications as of the date this agenda was prepared. The exam is scheduled for May 13, 2022.
- k. MS4 Permit Coordinator** – (Recruitment due to the addition of an FTE) – The open recruitment began on March 27, 2022 and ended on April 16, 2022. We received 1 approved application. The T&E examination was administered on April 19, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- l. Office Assistant** - (Recruitment due to anticipated vacancies) – The open recruitment began on April 22, 2022 and ends on May 19, 2022. We received 2 applications as of the date this agenda was prepared. The exam is scheduled for June 1, 2022.
- m. 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 was administered on April 11, 2022. The eligibility list will be presented to the Commission for certification during this meeting.

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CONSENT AGENDA (CONTINUED)

- n. Parks Senior Mechanic / Welder** – (Recruitment due to an employee retirement)
– The closed recruitment began on April 7, 2022 and ended on April 20, 2022. We received 4 applications and 2 were approved for the exam. The Rule 17 appeal period ends on May 1, 2022.
- o. 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 10 applications as of the date this agenda was prepared. The exam is scheduled for May 13, 2022.
- p. Permit Compliance Specialist (Stormwater)** – (Recruitment due to the addition of an FTE) – The open recruitment began on March 27, 2022 and ended on April 16, 2022. We received 8 applications and 2 were approved. The T&E examination was administered on April 19, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- q. 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 47 applications as of the date this agenda was prepared. The exam is scheduled for June 6-7, 2022.
- r. Senior Airport Operations/Maintenance Specialist** – (Recruitment due to an employee promotion) - The closed recruitment began on April 5, 2022 and ended on April 18, 2022. We received 4 approved applications. The exam is scheduled for May 5, 2022.
- s. Tax Auditor** – (Recruitment due to the addition of an FTE) – The open recruitment began on April 22, 2022 and ends on May 19, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for June 2, 2022.
- t. 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 6 applications and 4 approved for the exam. The T&E examination was administered on April 15, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- u. Utility Worker** – (Recruitment due multiple vacancies) – The open recruitment began on March 27, 2022 and ended on April 23, 2022. We received 28 applications as of the date this agenda was prepared. The exam is scheduled for May 11, 2022.
- v. 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 exam is scheduled for April 28, 2022.

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CONSENT AGENDA (CONTINUED)

w. WWTP Maintenance Mechanic – (Recruitment due to the addition of an FTE) –
The open recruitment began on March 30, 2022 and ended on April 21, 2022.
We received 2 applications and 1 was approved for the exam. The T&E exam was
administered on April 22, 2022. The eligibility list will be presented to the
Commission for certification during this meeting.

2. Ratify the Commission's letter to Carla Kautz, regarding the removal of her name from the Office Assistant eligibility list.
3. Ratify the Commission's letter to Danita Parker regarding the removal of her name from the Tax Auditor eligibility list.
4. Ratify the Commission's letter to Taylor Proud and Frank Rivas regarding the removal of their names from the WW Utility Worker eligibility list.
5. Ratify the Commission's decision to conduct T&E examinations for Fire Inspector, MS4 Permit Coordinator, Permit Compliance Specialist (SW), Tax Compliance Technician, and WWTP Maintenance Mechanic.

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

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REGULAR AGENDA

1. Review the appeal submitted by Rodger Blatnik relating to the scoring of the Equipment Operator IV T&E exam.
Commission Action: Approve, deny, or set for formal hearing
2. Submission of the eligible list for Code Enforcement Officer
Commission Action: Approve and certify the eligible list for the class title of Code Enforcement Officer
3. Submission of the eligible list for Equipment Operator II
Commission Action: Approve and certify the eligible list for the class title of Equipment Operator II
4. Submission of the eligible list for Equipment Operator IV, contingent on Commission decision on appeal
Commission Action: Approve and certify the eligible list for the class title of Equipment Operator IV
5. Submission of the eligible list for Fire Inspector
Commission Action: Approve and certify the eligible list for the class title of Fire Inspector
6. Submission of the eligible list for MS4 Permit Coordinator
Commission Action: Approve and certify the eligible list for the class title of MS4 Permit Coordinator
7. Submission of the eligible list for Park Ranger
Commission Action: Approve and certify the eligible list for the class title of Park Ranger
8. Submission of the eligible list for Permit Compliance Specialist – Stormwater
Commission Action: Approve and certify the eligible list for the class title of Permit Compliance Specialist - Stormwater
9. Submission of the eligible list for Tax Compliance Technician
Commission Action: Approve and certify the eligible list for the class title of Tax Compliance Technician
10. Submission of the eligible list for WWTP Maintenance Mechanic
Commission Action: Approve and certify the eligible list for the class title of WWTP Maintenance Mechanic

ADMINISTRATIVE ITEMS

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

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