



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, May 10, 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 26, 2022.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, April 26, 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 ended on April 28, 2022. We received 11 applications and 3 were approved for the exam. 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 ended on April 28, 2022. We received 0 applications. Waiting for feedback from HR and the Stormwater Director on how to proceed.
- 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.
- Emergency Services Dispatcher** – (Recruitment due to multiple vacancies) – The open recruitment began on April 1, 2022 and ended on May 2, 2022. We received 63 applications and 39 were approved for the exam. The exam is scheduled for May 17, 2022.

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CONSENT AGENDA (CONTINUED)

- e. 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 Commission will rule on appeals to the content of the exam during this meeting; and contingent on the Commission’s decision, the eligibility list will be presented for certification.
- f. HR Analyst I** - (Recruitment due to an employee resignation) – The open recruitment began on April 8, 2022 and ended on May 1, 2022. We received 25 applications and 6 were approved for the exam. The exam is scheduled for May 13, 2022.
- g. Office Assistant** - (Recruitment due to anticipated vacancies) – The open recruitment began on April 22, 2022 and ends on May 19, 2022. We received 42 applications as of the date this agenda was prepared. The exam is scheduled for June 1, 2022.
- h. 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 T&E exam was administered on April 28, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- i. PC / Network Technician** – (Recruitment due to an employee resignation) – The open recruitment began on April 8, 2022 and ended on May 1, 2022. We received 11 applications and 3 were approved for the exam. The T&E exam was administered on May 5, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- j. 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 72 applications as of the date this agenda was prepared. The exam is scheduled for June 6-7, 2022.
- k. 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 was administered on May 5, 2022. The Rule 23 appeal period ends on May 19, 2022.
- l. 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 2 applications as of the date this agenda was prepared. The exam is scheduled for June 2, 2022.
- m. Utility Worker** – (Recruitment due multiple vacancies) – The open recruitment began on March 27, 2022 and ended on April 23, 2022. We received 32 applications and 25 were approved for the exam. The exam is scheduled for May 11, 2022.

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CONSENT AGENDA (CONTINUED)

n. 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 was administered on April 28, 2022. The eligibility list will be presented to the Commission for certification during this meeting.

2. Ratify the Commission's letter to Ashley Grady, Kristen Martin, Laura Schrader, Rachel Vasquez, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
3. Ratify the Commission's letter to Christina Hoover, Kimberly Lopez, Julie Quintana-Parsi, regarding the removal of their names from the Office Assistant eligibility list.
4. Ratify the Commission's letter to Deanna Fox, regarding the removal of her name from the Tax Compliance Technician eligibility list.
5. Ratify the Commission's letter to Leon Tempest, regarding the removal of his name from the Traffic Signal Technician eligibility list.
6. Ratify the Commission's decision to conduct T&E examinations for Parks Senior Mechanic/Welder, PC/Network Technician.

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

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REGULAR AGENDA

1. Review the appeals submitted by William Gronholm and Oleg Pertsov relating to the Fire Engineer written exam.
Commission Action: Sustain, reject, or set for formal hearing
2. Review the appeal submitted by Mathew Vigil relating to the rejection of his application for the HR Analyst I exam.
Commission Action: Sustain, reject, or set for formal hearing
3. Review the appeal submitted by Eric Trujillo relating to the rejection of his application for the Utility Worker exam.
Commission Action: Sustain, reject, or set for formal hearing
4. Submission of the eligible list for Fire Engineer, contingent on the Commission's decision on the submitted appeals.
Commission Action: Approve and certify the eligible list for the class title of Fire Engineer
5. Submission of the eligible list for Parks Senior Mechanic/Welder
Commission Action: Approve and certify the eligible list for the class title of Parks Senior Mechanic/Welder
6. Submission of the eligible list for PC/Network Technician
Commission Action: Approve and certify the eligible list for the class title of PC/Network Technician.
7. Submission of the eligible list for Wastewater Utility Worker
Commission Action: Approve and certify the eligible list for the class title of Wastewater Utility Worker

ADMINISTRATIVE ITEMS

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

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