



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, May 24, 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, May 10, 2022.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, May 10, 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 II** – (Recruitment due to an employee promotion) – The closed recruitment began on May 12, 2022 and ends on May 25, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for June 8, 2022.
- 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 was administered on May 10, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- Associate Engineer II (Stormwater)** – (Recruitment due to the addition of an FTE) – The open recruitment began on May 13, 2022 and ends on June 2, 2022. We received 2 applications as of the date this agenda was prepared. The exam is scheduled for June 15, 2022.
- Associate Field Engineer** – (Recruitment due to an employee retirement) – The closed recruitment began on May 19, 2022 and ends on June 2, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for June 15, 2022.

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CONSENT AGENDA (CONTINUED)

- e. Civil Engineer/Drainage** – (Recruitment due to an employee promotion) – The updated open recruitment began on May 15, 2022 and ends on July 7, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for July 20, 2022.
- f. 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 was administered on May 11, 2022. The Rule 23 appeal period ends on May 25, 2022.
- g. 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 was administered on May 17, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- h. Fire Engineer** - (Recruitment due to anticipated vacancies) – The closed recruitment began on May 15, 2022 and ends on May 28, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for July 13, 2022.
- i. Housing and Community Development Coordinator II** - (Recruitment due to an employee promotion) – The open recruitment began on May 15, 2022 and ends on June 12, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for June 29, 2022.
- j. 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 7 were approved for the exam. The exam was administered on May 13, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- k. Office Assistant** - (Recruitment due to anticipated vacancies) – The open recruitment began on April 22, 2022 and ended on May 19, 2022. We received 71 applications and 50 were approved for the exam. The exam is scheduled for June 1, 2022.
- l. Painter** – (Recruitment due to an employee retirement) – The open recruitment began on May 19, 2022 and ends on June 8, 2022. We received 2 applications as of the date this agenda was prepared. The exam is scheduled for June 22, 2022.
- m. 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 94 applications as of the date this agenda was prepared. The exam is scheduled for June 7, 2022.

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CONSENT AGENDA (CONTINUED)

- n. 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 Commission will rule on exam appeals and the eligible list will be presented for certification, contingent on the results of the appeals.
- o. Solid Waste Coordinator** – (Recruitment due to an employee promotion) – The open recruitment began on May 19, 2022 and ends on June 8, 2022. We received 2 applications as of the date this agenda was prepared. The exam is scheduled for June 29, 2022.
- p. 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 4 applications and – were approved for the exam. The exam is scheduled for June 2, 2022.
- q. Traffic Signal Technician** – (Recruitment due to an employee promotion) – The open recruitment began on May 4, 2022 and ends on May 24, 2022. We received 4 applications as of the date this agenda was prepared. The exam is scheduled for June 8, 2022.
- r. 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 was administered on May 11, 2022. The eligibility list will be presented to the Commission for certification during this meeting.

- 2. Ratify the Commission’s letter to William Gronholm and Oleg Pertsov, regarding the rejection of their appeal to the content of the Fire Engineer exam.
- 3. Ratify the Commission’s letter to Mathew Vigil, regarding the approval of his appeal to the rejection of his application for the HR Analyst I exam.
- 4. Ratify the Commission’s letter to Eric Trujillo, regarding the approval of his appeal to the rejection of his application for the Utility Worker exam.
- 5. Ratify the Commission’s letter to Jeffery Capito, regarding the removal of his name from the Fire Inspector eligibility list.
- 6. Ratify the Commission’s letter to Martha Cruse, regarding the removal of her name from the MS4 Permit Coordinator eligibility list.
- 7. Ratify the Commissioner’s letter to Courtney Burdick, regarding the removal of her name from the Permit Compliance Specialist - Stormwater eligibility list.
- 8. Ratify the Commission’s letter to IAFF Local 3, regarding the intended exam date of the Fire Engineer position.

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

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REGULAR AGENDA

1. Review the appeal submitted by Kari Conger relating to the rejection of her application for the Emergency Services Dispatcher exam.
Commission Action: Sustain, reject, or set for formal hearing
2. Review the appeal submitted by Shania Vigil relating to the rejection of her application for the Emergency Services Dispatcher exam.
Commission Action: Sustain, reject, or set for formal hearing
3. Review the appeal submitted by Richard Jones, relating to question #26 on the Senior Airport Operations/Maintenance Specialist written exam.
Commission Action: Sustain, reject, or set for formal hearing
4. Review the appeal submitted by Richard Jones, relating to question #39 on the Senior Airport Operations/Maintenance Specialist written exam.
Commission Action: Sustain, reject, or set for formal hearing
5. Review the appeal submitted by Richard Jones, relating to question #40 on the Senior Airport Operations/Maintenance Specialist written exam.
Commission Action: Sustain, reject, or set for formal hearing
6. Review the appeal submitted by Richard Jones, relating to question #43 on the Senior Airport Operations/Maintenance Specialist written exam.
Commission Action: Sustain, reject, or set for formal hearing
7. Review the appeal submitted by Richard Jones, relating to question #53 on the Senior Airport Operations/Maintenance Specialist written exam.
Commission Action: Sustain, reject, or set for formal hearing
8. Review the appeal submitted by Richard Jones, relating to question #58 on the Senior Airport Operations/Maintenance Specialist written exam.
Commission Action: Sustain, reject, or set for formal hearing
9. Review the appeal submitted by Richard Jones, relating to question #79 on the Senior Airport Operations/Maintenance Specialist written exam.
Commission Action: Sustain, reject, or set for formal hearing
10. Review the appeal submitted by Richard Jones, relating to question #85 on the Senior Airport Operations/Maintenance Specialist written exam.
Commission Action: Sustain, reject, or set for formal hearing
11. Review the appeal submitted by Richard Jones, relating to question #90 on the Senior Airport Operations/Maintenance Specialist written exam.
Commission Action: Sustain, reject, or set for formal hearing
12. Review the appeal submitted by Richard Jones, relating to question #94 on the Senior Airport Operations/Maintenance Specialist written exam.
Commission Action: Sustain, reject, or set for formal hearing

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REGULAR AGENDA (CONTINUED)

13. Review the appeal submitted by Richard Jones, relating to question #96 on the Senior Airport Operations/Maintenance Specialist written exam.
Commission Action: Sustain, reject, or set for formal hearing
14. Review the appeal submitted by Richard Jones, relating to question #100 on the Senior Airport Operations/Maintenance Specialist written exam.
Commission Action: Sustain, reject, or set for formal hearing
15. Review the appeal submitted by Richard Jones, relating to question #101 on the Senior Airport Operations/Maintenance Specialist written exam.
Commission Action: Sustain, reject, or set for formal hearing
16. Review the appeal submitted by Sam Martin, relating to the conduct and content of the Senior Airport Operations/Maintenance Specialist written exam.
Commission Action: Sustain, reject, or set for formal hearing
17. Submission of the eligible list for Accounting Technician IV.
Commission Action: Approve and certify the eligible list for the class title of Accounting Technician IV.
18. Submission of the eligible list for Emergency Services Dispatcher
Commission Action: Approve and certify the eligible list for the class title of Emergency Services Dispatcher
19. 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
20. Submission of the eligible list for Senior Airport Operations / Maintenance Specialist, contingent on the results of the submitted appeals.
Commission Action: Approve and certify the eligible list for the class title of Emergency Services Dispatcher
21. Submission of the eligible list for Utility Worker
Commission Action: Approve and certify the eligible list for the class title of Utility Worker

ADMINISTRATIVE ITEMS

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

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