

PUEBLO

CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – INTERIM CITY HALL
301 W. “B” STREET
TUESDAY, MARCH 13, 2012
5:30 PM

Individuals Requiring Special Accommodations Should Notify the Civil Service Commission Office (719) 553-2635 by Noon on the Monday Preceding the Meeting.

CALL TO ORDER

ROLL CALL

PRESENTATION OF CERTIFICATE OF ELECTION AND REAFFIRMATION OF OATH OF OFFICE TO DAN ARCHIBEQUE BY CITY CLERK GINA DUTHER.

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Tuesday, February 14, 2012.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, February 14, 2012 as distributed.

CONSENT AGENDA

The following items are considered to be 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:
 - a. Stormwater Crew Leader – (Recruitment due to employee demotion) – The written and performance examinations have been held and seven candidates successfully completed the process. The eligible list for this position will be signed at this meeting.
 - b. Emergency Medical Officer - (Recruitment required every year per Civil Service Rule 29) – The written exam was held on February 15, 2012. Six persons appeared to take the exam and three passed. The eligible list for this position will be signed at this meeting.
 - c. Fire Engineer - (Recruitment required every year per Civil Service Rule 29) – The written exam was held on February 9, 2012. Ten persons appeared to take the exam and six passed. The eligible list for this position will be signed at this meeting.

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- d. Auto Mechanic - (Recruitment due to employee voluntary demotion) – The internal recruitment began on February 17, 2012 and ended on March 2, 2012. There were no applicants for the internal recruitment. The external recruitment began on March 4, 2012 and ends on March 25, 2012. At the time of this agenda, we had received seven applications for this position.
 - e. Park Caretaker, Senior - (Recruitment due to employee voluntary demotion) – The internal recruitment began on March 4, 2012 and ends on March 18, 2012. At the time of this agenda, we had received one application for this position.
 - f. Park Maintenance Mechanic - (Recruitment due to employee promotion) – The internal recruitment began on March 4, 2012 and ends on March 18, 2012. At the time of this agenda, we had received two applications for this position.
 - g. WW Utility Worker II - (Recruitment due to employee retirement) – The internal recruitment began on February 24, 2012 and ended on March 9, 2012. At the time of this agenda, we had received one application for this position.
 - h. WW Utility Worker IV - (Recruitment due to employee promotion) – The internal recruitment began on February 24, 2012 and ended on March 9, 2012. At the time of this agenda, we had received one application for this position.
2. Ratify the Commission's letter to Randy Trujillo regarding the rejection of his appeal of question #11, and the acceptance of his appeal of question #42 on the Stormwater Crew Leader written examination.
 3. Ratify the Commission's letter to Edward Meyer regarding the removal of his name from the Utility Worker eligibility list.
 4. Ratify the Commission's letter to Christie Smith regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 5. Ratify the Commission's letter to Ronald Talbert regarding the removal of his name from the Utility Worker eligibility list.
 6. Ratify the Commission's letter to Brandon Ory regarding the removal of his name from the WW SCADA Coordinator eligibility list.
 7. Ratify the Commission's letter to Edward Meyer regarding the acceptance of his objection of the removal of his name from the Utility Worker eligibility list.

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8. Ratify the Commission's letter to Joseph Torres regarding the removal of his name from the Utility Worker eligibility list.
9. Ratify the Commission's letter to Courtney Chance regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's letter to Geneva Heredia regarding the removal of her name from the Clerk Typist eligibility list.
11. Ratify the Commission's letter to Dianna Urrea regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
12. Ratify the Commission's letter to Saralee Watkins regarding the removal of her name from the Clerk Typist eligibility list.
13. Ratify the Commission's letter to Christie Smith regarding the rejection of her objection regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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

REGULAR AGENDA

1. Submission of the eligible list for Emergency Medical Officer.

Commission Action: Approve and certify the eligible list for the class title of Emergency Medical Officer.

2. Submission of the eligible list for Fire Engineer.

Commission Action: Approve and certify the eligible list for the class title of Fire Engineer.

3. Submission of the eligible list for Stormwater Crew Leader.

Commission Action: Approve and certify the eligible list for the class title of Stormwater Crew Leader.

4. Determine the method of examination for the classification of Auto Mechanic.

Commission Action: Determine the method of examination for the classification of Auto Mechanic.

REGULAR AGENDA

5. Determine the method of examination for the classification of Wastewater Utility Worker II.

Commission Action: Determine the method of examination for the classification of Wastewater Utility Worker II.

6. Determine the method of examination for the classification of Wastewater Utility Worker IV.

Commission Action: Determine the method of examination for the classification of Wastewater Utility Worker IV.

ADMINISTRATIVE ITEMS

A. Administrative Items.

1. Set the date for the April 2012 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

B. Informational Items.

1. Status reports for September 2011 through January 2012.
2. Handouts

ADJOURN