



**CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS  
FEBRUARY 14, 2012  
5:30 P.M.**

**MINUTES**

**CALL TO ORDER**

Chairman Dan Archibeque called the Civil Service Commission Meeting to order.

**ROLL CALL**

**Commission Members Present:** Dan Archibeque, Guy Kennedy, Sharon Bonner

**Administrative and Civil Service Staff Members Present:** Counsel for the Commission Robert Jagger, Human Resources Director Marisa Walker, Fire Chief Chris Riley, HR Analyst Shelly Carrillo, Civil Service Administrator Toni Selman, and Secretary Lynne Huskins.

**Other Interested Parties:** None.

**AMENDMENTS TO AGENDA**

Mr. Archibeque asked if there were any amendments to the agenda. None were voiced.

**READING AND APPROVAL OF MINUTES**

Mr. Kennedy seconded by Ms. Bonner moved to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, January 10, 2012 as distributed.

Roll Call -- Ayes: Kennedy and Bonner. Motion carried unanimously.

**CONSENT AGENDA**

**STATUS REPORT OF CURRENT RECRUITMENTS**

The Commission received and filed the following status report on current recruitments:

- a. Stormwater Crew Leader – (Recruitment due to employee demotion) – The written examination was held on January 9, 2012. Nine candidates were approved to take the exam. All candidates appeared for the exam and all passed. Performance examinations will be held in the near future.
- b. Emergency Medical Officer - (Recruitment required every year per Civil Service Rule 29) – We received six applications for this recruitment, and all were approved. The written examination will be held on February 15, 2012.

**CIVIL SERVICE COMMISSION MEETING  
FEBRUARY 14, 2012  
PAGE TWO**

**CONSENT AGENDA**

**STATUS REPORT OF CURRENT RECRUITMENTS**

- c. Fire Engineer - (Recruitment required every year per Civil Service Rule 29) – We received 10 applications for this recruitment, and all were approved. The written examination was held on February 9, 2012, and all candidates appeared to take the test. The answer sheets have been sent to the testing company for scoring.

**COMMUNICATIONS**

1. Acknowledge an irregularity that occurred during the scoring of the Stormwater Crew Leader examination and the measures that were taken to resolve this problem.
2. Ratify the Commission's letter to Shane Van Leuven regarding the placement of his name on the reemployment list for WW SCADA Coordinator.
3. Ratify the Commission's letter to Daniel Cordova regarding the removal of his name from the Utility Worker eligibility list.
4. Ratify the Commission's letter to Iva Miller regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
5. Ratify the Commission's letter to Kenneth Miller regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
6. Ratify the Commission's letter to Amy Woods regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
7. Ratify the Commission's letter to Betty Aragon regarding expected procedures when the P.A.G.E. Union files hearing requests on behalf of their members.
8. Ratify the Commission's letter to Ericha Burns regarding the placement of her name on the reemployment list for Emergency Services Dispatcher.
9. Ratify the Commission's letter to Craig Adderley regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's letter to Russell Gallegos regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
11. Ratify the Commission's letter to Heather Marsall regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
12. Ratify the Commission's letter to Amber Orozco regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

**CIVIL SERVICE COMMISSION MEETING  
FEBRUARY 14, 2012  
PAGE THREE**

**CONSENT AGENDA**

**COMMUNICATIONS**

13. Ratify the Commission's letter to Sheri Vader regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve all items on the Consent Agenda.

Roll Call -- Ayes: Archibeque, Kennedy and Bonner. Motion carried unanimously.

**REGULAR AGENDA**

No items for the Regular Agenda.

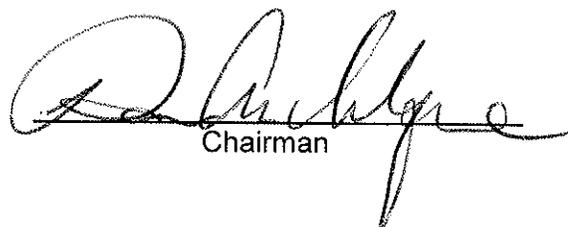
**ADMINISTRATIVE ITEMS**

1. The next regular meeting of the Civil Service Commission was scheduled for March 13, 2012 at 5:30 p.m. The meeting will be held in the interim City Council Chambers, 301 W. "B" Street.

**INFORMATIONAL ITEMS**

1. The Commission received their handouts.
2. Marisa Walker introduced Shelly Carrillo to the Commission. Ms. Carrillo is the new HR Analyst in the Human Resources Department.

**ADJOURN – 5:32 p.m.**

  
Chairman