



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, June 14, 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 24, 2022.

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, May 24, 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** (due to an employee promotion). The open recruitment began on May 29, 2022 and ends on June 22, 2022. We received 3 applications as of the date this agenda was prepared. The exam is scheduled for July 6, 2022.
- Associate Engineer II – Stormwater** (due to the addition of an FTE). The open recruitment began on May 13, 2022 and ended on June 2, 2022. We received 2 approved applications. The T&E exam was administered on June 7, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- Associate Field Engineer** (due to an employee retirement). The closed recruitment began on May 19, 2022 and ended on June 2, 2022. We received 2 approved applications. The T&E exam was administered on June 6, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- Civil Engineer/Drainage** (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.

CIVIL SERVICE COMMISSION MEETING  
Tuesday, June 14, 2022

**CONSENT AGENDA (CONTINUED)**

- e. Community Service Specialist** (due to an employee separation). The open recruitment began on June 8, 2022 and ends on June 28, 2022. We received 4 applications as of the date this agenda was prepared. The exam is scheduled for July 13, 2022.
- f. Construction Inspector** (due to an employee resignation). The open recruitment began on May 25, 2022 and ends on June 16, 2022. We received 10 applications as of the date this agenda was prepared. The exam is scheduled for June 29, 2022.
- g. Emergency Medical Officer** (due to one vacancy and contractual agreement). The closed recruitment began on June 1, 2022 and ends on June 14, 2022. We received 5 applications as of the date this agenda was prepared. The exam is scheduled for August 31, 2022.
- h. Fire Engineer** (due to current and anticipated vacancies). The closed recruitment began on May 15, 2022 and ends on May 28, 2022. We received 3 approved applications. The T&E exam was administered on June 1, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- i. Housing and Community Development Coordinator II** (due to an employee promotion). The open recruitment began on May 15, 2022 and ends on June 12, 2022. We received 4 applications as of the date this agenda was prepared. The exam is scheduled for June 29, 2022.
- j. Inspector – Stormwater** (due to an employee promotion). The closed recruitment began on June 10, 2022 and ends on June 23, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for July 13, 2022.
- k. MS4 Permit Coordinator** (due to an additional FTE). The open recruitment began on June 10, 2022 and ends on June 30, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for July 13, 2022.
- l. Office Assistant** (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 was administered on June 1, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- m. Painter** (due to an employee retirement). The open recruitment began on May 19, 2022 and ended on June 8, 2022. We received 10 applications and 5 were approved for the exam. The Rule 17 appeal period ends on June 18, 2022. The exam is scheduled for June 29, 2022.
- n. Park Ranger** (due to an additional FTE). The open recruitment began on June 2, 2022 and ends on June 22, 2022. We received 25 applications as of the date this agenda was prepared. The exam is scheduled for July 7, 2022.

CIVIL SERVICE COMMISSION MEETING  
Tuesday, June 14, 2022

**CONSENT AGENDA (CONTINUED)**

- o. Police Patrol Officer** (due to current and anticipated vacancies). The open recruitment began on April 1, 2022 and ends on May 24, 2022. We received 106 applications and 79 were approved for the exam. The exam was administered on June 7, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- p. Solid Waste Coordinator** (due to an employee promotion). The open recruitment began on May 19, 2022 and ended on June 8, 2022. We received 6 applications and 5 were approved for the exam. The Rule 17 appeal period ends on June 19, 2022. The exam is scheduled for June 29, 2022.
- q. Tax Auditor** (due to the addition of an FTE). The open recruitment began on April 22, 2022 and ended on May 19, 2022. We received 4 applications and 1 was approved for the exam. The T&E exam was administered on May 26, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- r. Traffic Signal Technician** (due to an employee promotion). The open recruitment began on May 4, 2022 and ended on May 24, 2022. We received 5 applications and 1 approved for the exam. The T&E exam was administered on May 26, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- s. Water Reclamation Worker** (due to an expired list). The open recruitment began on May 29, 2022 and ends on June 22, 2022. We received 4 applications as of the date this agenda was prepared. The exam is scheduled for July 6, 2022.
- t. WWTP Maintenance Mechanic** (due to an employee resignation). The closed recruitment began on June 12, 2022 and ends on June 25, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for July 13, 2022.

2. Ratify the Commission's letters to Kari Conger and Shania Vigil, regarding the approval of their appeal to take the Emergency Services Dispatcher exam.
3. Ratify the Commission's letters to Richard Jones and Sam Martin, regarding their appeal to the conduct and content of the Senior Airport Operations/Maintenance Specialist exam.
4. Ratify the Commission's letter to Yvette Martinez, regarding the removal of her name from the Accounting Technician IV eligibility list.
5. Ratify the Commission's letter to Bradley Dallam, regarding the removal of his name from the Civil Engineer/Public Works eligibility list.
6. Ratify the Commission's letter to Megan Hubbard, regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
7. Ratify the Commission's letter to Michael Casaus, regarding the removal of his name from the Equipment Operator IV eligibility list.
8. Ratify the Commission's letters to Shyela Arellano and Matthew Minjarez, regarding the removal of their names from the HR Analyst I eligibility list.
9. Ratify the Commission's letter to Martha Cruse, regarding the removal of her name from the MS4 Permit Coordinator eligibility list.

CIVIL SERVICE COMMISSION MEETING  
Tuesday, June 14, 2022

**CONSENT AGENDA (CONTINUED)**

10. Ratify the Commission's letters to Sam Biondolillo, Benjamin Haurert, Joyce Van Dyke, regarding the removal of their names from the Office Assistant eligibility list.
11. Ratify the Commission's letters to Hans Friedel and Keri Surridge, regarding the removal of their names from the Park Ranger eligibility list.
12. Ratify the Commission's letters to Gary Gonzales and Russell Trujillo, regarding the removal of their names from the Wastewater Utility Worker eligibility list.
13. Ratify the Commission's letter to Jose Cabrera, regarding the removal of his name from the WWTP Maintenance Mechanic eligibility list.
14. Ratify the Commission's decision to conduct T&E examinations for Associate Engineer II – SW, Associate Field Engineer, Fire Engineer, Tax Auditor, and Traffic Signal Technician.
15. Ratify the Commission's letter to IAFF Local 3, regarding the intended exam date of the Emergency Medical Officer position.

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

CIVIL SERVICE COMMISSION MEETING  
Tuesday, June 14, 2022

**REGULAR AGENDA**

1. Review the appeal submitted by William Gronholm relating to the content of the Emergency Medical Officer exam.  
**Commission Action:** Sustain, reject, or set for formal hearing
2. Review the appeal submitted by Oleg Pertsov relating to the content of the Emergency Medical Officer exam.  
**Commission Action:** Sustain, reject, or set for formal hearing
3. Review the appeal submitted by Elysha Charter relating to the removal of his name from the Firefighter eligible list.  
**Commission Action:** Sustain, reject, or set for formal hearing
4. Submission of the eligible list for Associate Engineer II - Stormwater.  
**Commission Action:** Approve and certify the eligible list for the class title of Associate Engineer II - Stormwater.
5. Submission of the eligible list for Associate Field Engineer.  
**Commission Action:** Approve and certify the eligible list for the class title of Associate Field Engineer.
6. Submission of the eligible list for Fire Engineer  
**Commission Action:** Approve and certify the eligible list for the class title of Fire Engineer
7. Submission of the eligible list for Office Assistant  
**Commission Action:** Approve and certify the eligible list for the class title of Office Assistant
8. Submission of the eligible list for Police Patrol Officer,  
**Commission Action:** Approve and certify the eligible list for the class title of Police Patrol Officer
9. Submission of the eligible list for Tax Auditor  
**Commission Action:** Approve and certify the eligible list for the class title of Tax Auditor
10. Submission of the eligible list for Traffic Signal Technician  
**Commission Action:** Approve and certify the eligible list for the class title of Traffic Signal Technician.

**ADMINISTRATIVE ITEMS**

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

**ADJOURN**