



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, July 12, 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, June 28, 2022.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, June 28, 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 ended on June 22, 2022. We received 6 applications and 3 were approved for the exam. The exam was administered on July 6, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- Accounting Technician IV** (due to an additional FTE). The open recruitment began on June 29, 2022 and ends on August 3, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for August 17, 2022.
- Associate Engineer I** (due to an additional FTE). The closed recruitment began on June 30, 2022 and ends on July 13, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for July 27, 2022.
- Building Custodian** (due to an employee retirement). The open recruitment began on June 13, 2022 and ended on July 4, 2022. We received 12 applications and 3 were approved for the exam. The Rule 17 appeal period ends on July 16, 2022. The exam is scheduled for July 20, 2022.

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CONSENT AGENDA (CONTINUED)

- e. Civil Engineer/Drainage** (due to an employee promotion). The open recruitment began on May 15, 2022 and ended on July 7, 2022. We received 1 application and 0 were approved for the exam. The updated recruitment began on July 8, 2022 and ends on September 1, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for September 14, 2022.
- f. Civil Engineer/Public Works** (due to an employee promotion). The closed recruitment began on June 24, 2022 and ended on July 10, 2022. We received 2 applications as of the date this agenda was prepared. The exam is scheduled for July 20, 2022.
- g. Community Service Specialist** (due to an employee separation). The open recruitment began on June 8, 2022 and ended on June 28, 2022. We received 11 applications and 8 were approved for the exam. The exam is scheduled for July 13, 2022.
- h. Construction Inspector** (due to an employee resignation). The open recruitment began on May 25, 2022 and ended on June 16, 2022. We received 12 applications and 7 were approved for the exam. The exam was administered on June 29, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- i. Deputy Director of Public Works** (due to an additional FTE). The closed recruitment began on June 30, 2022 and ends on July 13, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for July 27, 2022.
- j. Emergency Medical Officer** (due to one vacancy and contractual agreement). The closed recruitment began on June 1, 2022 and ended on June 14, 2022. We received 6 applications and all were approved for the exam. The exam is scheduled for August 31, 2022.
- k. Inspector – Stormwater** (due to an employee promotion). The closed recruitment began on June 10, 2022 and ended on June 23, 2022. We received 2 applications and 1 was approved for the exam. The approved applicant withdrew from the process. The open recruitment began on July 10, 2022 and ends on August 3, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for August 17, 2022.
- l. Inspector – Wastewater** (due to 2 funded vacancies). The closed recruitment began on June 25, 2022 and ended on July 8, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for July 20, 2022.
- m. Land Use Technician** (due to an additional FTE). The closed recruitment began on July 6, 2022 and ends on July 19, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for August 4, 2022.

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CONSENT AGENDA (CONTINUED)

- n. Metropolitan Planning Organization Manager** (due to an employee retirement). The closed recruitment began on June 29, 2022 and ends on July 12, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for July 27, 2022.
- o. MS4 Permit Coordinator** (due to an additional FTE). The open recruitment began on June 10, 2022 and ended on June 30, 2022. We received 4 applications and 1 was approved for the exam. The T&E exam was administered on July 7, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- p. Park Ranger** (due to an additional FTE). The open recruitment began on June 2, 2022 and ended on June 22, 2022. We received 39 applications and 12 were approved for the exam. The exam was administered on July 6, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- q. Parks Maintenance Mechanic** (due to an employee promotion). The closed recruitment began on June 25, 2022 and ended on July 8, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for July 20, 2022.
- r. Police Patrol Officer** (due to current and anticipated vacancies). The Open recruitment began on July 10, 2022 and ends on August 20, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for September 7, 2022.
- s. Senior Planner** (due to the addition of an FTE). The closed recruitment began on June 22, 2022 and ended on July 6, 2022. We received 1 approved application. The T&E exam was administered on July 7, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- t. Traffic Control Utility Worker III** (due to an employee retirement). The closed recruitment began on June 23, 2022 and ended on July 7, 2022. We received 1 approved application. The T&E exam was administered on July 8, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- u. Traffic Signs & Marking Specialist** (due to an employee retirement). The closed recruitment began on June 23, 2022 and ended on July 7, 2022. We received 0 applications. The open recruitment began on July 10, 2022 and ends on August 3, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for August 17, 2022.
- v. Water Reclamation Worker** (due to an expired list). The open recruitment began on May 29, 2022 and ended on June 22, 2022. We received 7 applications and all were approved for the exam. The exam was administered on July 6, 2022. The eligibility list will be presented to the Commission for certification during this meeting.

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CONSENT AGENDA (CONTINUED)

w. WWTP Maintenance Mechanic (due to an employee resignation). The open recruitment began on June 28, 2022 and ends on July 19, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for August 4, 2022.

2. Ratify the Commission's letter to Michael Diaz, regarding his appeal to the removal of his name from the Utility Worker Eligible list.
3. Ratify the Commission's letter to Brian Johnson, Carma Loontjer, Jacqueline Martinez, Isaac Mathews, and Brandon Wilson, regarding the removal of their names from the Community Service Officer eligibility list.
4. Ratify the Commission's letter to Danita Parker, regarding the removal of her name from the Office Assistant eligibility list.
5. Ratify the Commission's letter to Wayne Thomason, regarding the removal of his name from the Painter eligibility list.
6. Ratify the Commission's letters to Ryan Brekken, Emilio Cordova, Adam McRae, and Carlie Sloan, regarding the removal of their names from the Police Patrol Officer eligibility list.
7. Ratify the Commission's letter to Gilroy Archuleta, regarding the removal of his name from the Utility Worker eligibility list.
8. Ratify the Commission's decision to conduct T&E examinations for MS4 Permit Coordinator, Senior Planner and Traffic Control Utility Worker III.

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

REGULAR AGENDA

1. Review the appeal submitted by Janet Hall relating to the rejection of her application to the Accounting Technician II exam.
Commission Action: Sustain, reject, or set for formal hearing
2. Review the appeal submitted by Brandon Patten relating to the rejection of his application to the Building Custodian exam.
Commission Action: Sustain, reject, or set for formal hearing
3. Submission of the eligible list for Accounting Technician II,
Commission Action: Approve and certify the eligible list for the class title of Accounting Technician II
4. Submission of the eligible list for Construction Inspector
Commission Action: Approve and certify the eligible list for the class title of Construction Inspector
5. Submission of the eligible list for MS4 Permit Coordinator
Commission Action: Approve and certify the eligible list for the class title of MS4 Permit Coordinator

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REGULAR AGENDA (CONTINUED)

6. Submission of the eligible list for Park Ranger
Commission Action: Approve and certify the eligible list for the class title of Park Ranger
7. Submission of the eligible list for Senior Planner
Commission Action: Approve and certify the eligible list for the class title of Senior Planner
8. Submission of the eligible list for Traffic Control Utility Worker III
Commission Action: Approve and certify the eligible list for the class title of Traffic Control Utility Worker III
9. Submission of the eligible list for Water Reclamation Worker
Commission Action: Approve and certify the eligible list for the class title of Water Reclamation Worker

ADMINISTRATIVE ITEMS

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

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