



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, August 9, 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, July 12, 2022.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, July 12, 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 IV** (due to an additional FTE). The open recruitment began on June 29, 2022 and ended on August 3, 2022. We received 7 applications and 4 were approved for the exam. The exam is scheduled for August 17, 2022.
- Assistant Accounting Manager** (due to an additional FTE). The open recruitment began on July 13, 2022 and ended on August 3, 2022. We received 9 applications and 6 were approved for the exam. 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 ended on July 13, 2022. We received 0 approved applications. The open recruitment began on July 17, 2022 and ended on August 7, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for August 31, 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 4 were approved for the exam. The T&E exam was administered on July 18, 2022. The eligibility list will be presented to the Commission for certification during this meeting.

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CONSENT AGENDA(CONTINUED)

- e. Civil Engineer/Drainage** (due to an employee promotion). 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. 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 was administered on July 13, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- g. 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 2 applications and 1 was approved for the exam. The T&E exam was administered on July 18, 2022. The eligibility list will be presented to the Commission for certification during this meeting, contingent on the result of a submitted appeal.
- h. 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.
- i. Inspector – Stormwater** (due to an employee promotion). The open recruitment began on July 10, 2022 and ended on August 3, 2022. We received 10 applications and 3 were approved for the exam. The exam is scheduled for August 17, 2022.
- j. Land Use Technician** (due to an additional FTE). The closed recruitment began on July 6, 2022 and ended on July 19, 2022. We received 0 applications We are waiting for the results of a transfer application before advertising this position to the public.
- k. Metropolitan Planning Organization Manager** (due to an employee retirement). The closed recruitment began on June 29, 2022 and ended on July 12, 2022. We received 2 approved applications. The T&E exam was administered on July 14, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- l. Planner** (due to employee promotion). The open recruitment began on July 19, 2022 and ended on August 9, 2022. We received 7 applications as of the date this agenda was prepared. The exam is scheduled for August 31, 2022.
- m. 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 44 applications as of the date this agenda was prepared. The exam is scheduled for September 7, 2022.
- n. Traffic Signal Technician** (due to an additional FTE). The open recruitment began on July 13, 2022 and ended on August 3, 2022. We received 1 application and 0 were approved for the exam. We are waiting for feedback from the department.

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CONSENT AGENDA(CONTINUED)

- o. Traffic Signs & Marking Specialist** (due to an employee retirement). The open recruitment began on July 10, 2022 and ended on August 3, 2022. We received 5 applications and 0 were approved for the exam.
 - p. WWTP Maintenance Mechanic** (due to an employee resignation). The open recruitment began on June 28, 2022 and ended on July 19, 2022. We received 6 applications and 4 were approved for the exam. The T&E exam was administered on July 19, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
2. Ratify the Commission's letter to Janet Hall, regarding her appeal to the rejection of her application to the Accounting Technician II exam.
 3. Ratify the Commission's letters to Benjamin Haunert and Brandon Patten, regarding their appeals to the rejection of their application to the Building Custodian exam.
 4. Ratify the Commissioner's letter to Amy Cekis, Kari Conger, Karla Gutierrez, Theresa Herrera, Sheena Ibarra, Crystal Taylor, Frank Toledo, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
 5. Ratify the Commission's letter to Matthew Addington, Jacob Bennett, Adam Burns, Joshua Christopher, Ty Coker, Benjamin Davis, Austin Day, Colton Deck, Nicholas Denny, Dayton Dickerson, Sheldon Downs, Tanya Dreiling, Alwin Eaton III, Edward Garcia Jr., Austin Geanetta, Christopher Gonzalez, Daniel Handford, Devin Hart, William Hunn, Aaron Johnson, David Johnston, Jack Landis, Josiah Martinez, Matthew Mascorro, Thomas McLallen, John Morgan, Rylee Newsom, Jeffrey Odom, Mariah Olivas, Paul Pacheco, Tanner Patrick, Robert Ralston, Diego Rodriguez, Steven Roybal, Brittany Rutherford, Anthony Saiz, Austin Sethman, Lane Sharp, Jason Silverberg, Jesse Sosa, Cody Tessman, Nicolai Trevino, Victoria Vialpando, Derrick White, Deon Whiting, regarding the removal of their names from the Firefighter eligibility list.
 6. Ratify the Commissioner's letter to Andrew Rippe, regarding the removal of his name from the MS4 Permit Coordinator eligibility list.
 7. Ratify the Commission's letter to Tamara Martinez, Alexander Mouser, Stephen Sutton, Kayla Timme, regarding the removal of their names from the Office Assistant eligibility list.
 8. Ratify the Commission's letters to Christina Derienzo, Riley Hines, Duman Mondragon, regarding the removal of their names from the Police Patrol Officer eligibility list.
 9. Ratify the Commission's decision to conduct T&E examinations for Building Custodian, Deputy Director of Public Works, Metropolitan Planning Organization Manager, and WWTP Maintenance Mechanic.

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

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REGULAR AGENDA

1. Review the appeal submitted by Brittany Rutherford, relating to the removal of her name from the Firefighter eligible list.
Commission Action: Sustain, reject, or set for formal hearing
2. Review the appeal submitted by Melanie Turner, relating to the rejection of her application to the Deputy Director of Public Works exam.
Commission Action: Sustain, reject, or set for formal hearing
3. Submission of the eligible list for Building Custodian
Commission Action: Approve and certify the eligible list for the class title of Building Custodian
4. Submission of the eligible list for Community Service Specialist
Commission Action: Approve and certify the eligible list for the class title of Community Service Specialist
5. Submission of the eligible list for Deputy Director of Public Works, contingent on the Commission's decision on the appeal submitted by Melanie Turner.
Commission Action: Approve and certify the eligible list for the class title of Deputy Director of Public Works.
6. Submission of the eligible list for Metropolitan Planning Organization Manager
Commission Action: Approve and certify the eligible list for the class title of Metropolitan Planning Organization Manager
7. Submission of the eligible list for WWTP Maintenance Mechanic
Commission Action: Approve and certify the eligible list for the class title of WWTP Maintenance Mechanic

ADMINISTRATIVE ITEMS

1. Discuss a memorandum to the City Mayor regarding presentation of an Ordinance to amend the Commission's monthly compensation.
2. Set the date for the next Civil Service Commission Meeting.

ADJOURN