



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, July 12, 2022
11:00AM

MINUTES

CALL TO ORDER

Chair Dan Archibeque called the Civil Service Commission Meeting to order at 11:00 AM.

ROLL CALL

Commission Members Present: Dan Archibeque, Sharon Bonner, Erick Javaneau
Administrative and Civil Service Staff Members Present: Robert Jagger, Counsel for the Commission; Shelby Angus, HR Analyst II; and Manuel Alcala, Civil Service Administrator.

AMENDMENTS TO THE AGENDA:

1. The Civil Engineer / Public Works, Inspector-Wastewater, and Parks Maintenance Mechanic positions closed recently. The Commission's approval to conduct T&E exams was added to the consent agenda and certification of the three lists were added to the regular agenda.
2. Benjamin Haunert appealed the rejection of his application to the Building Custodian exam. Review of this appeal was added to the regular agenda.

READING AND APPROVAL OF MINUTES

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to dispense with the reading and approve the minutes for the June 28, 2022 regular meeting as distributed.

Roll Call: Ayes: Archibeque, Bonner, Javaneau. Motion carried unanimously.

APPROVAL OF CONSENT AGENDA

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve all items set forth in the consent agenda.

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

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: Mr. Archibeque seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Administrator and the appeal is sustained, as set forth in the staff report. The staff report has been made part of the record in this matter.

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

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REGULAR AGENDA (CONTINUED)

2. Review the appeal submitted by Brandon Patten relating to the rejection of his application to the Building Custodian exam.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Administrator and the appeal is sustained, as set forth in the staff report. The staff report has been made part of the record in this matter.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
3. Submission of the eligible list for Accounting Technician II.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Accounting Technician II.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
4. Submission of the eligible list for Construction Inspector.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Construction Inspector.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
5. Submission of the eligible list for MS4 Permit Coordinator.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of MS4 Permit Coordinator.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
6. Submission of the eligible list for Park Ranger.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Park Ranger.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
7. Submission of the eligible list for Senior Planner.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Senior Planner.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
8. Submission of the eligible list for Traffic Control Utility Worker III.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Traffic Control Utility Worker III.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
9. Submission of the eligible list for Water Reclamation Worker.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Water Reclamation Worker.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
10. Submission of the eligible list for Civil Engineer – Public Works.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Civil Engineer – Public Works.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.

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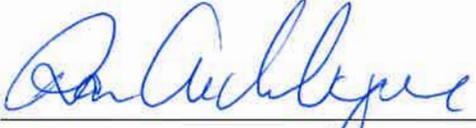
REGULAR AGENDA(CONTINUED)

11. Submission of the eligible list for Inspector - Wastewater.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Inspector - Wastewater.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
12. Submission of the eligible list for Parks Maintenance Mechanic.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Parks Maintenance Mechanic.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
13. Review the appeal submitted by Benjamin Haujert, relating to the rejection of his application for the Building Custodian exam.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Administrator and the appeal is rejected, as set forth in the staff report. The staff report has been made part of the record in this matter.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.

ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for Tuesday July 26, 2022, at 11:00 AM. The meeting will be held in City Council Chambers, 1 City Hall Place (3rd floor).

ADJOURNED – 11:14 AM



Commission Chair