



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, August 23, 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, August 9, 2022.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, August 9, 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 was administered on August 17, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- 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 was administered on August 17, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- Associate Engineer I** (due to an additional FTE). The updated open recruitment began on August 11, 2022 and ends on September 7, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for September 20, 2022.
- Civil Engineer/Drainage** (due to an employee promotion). The updated recruitment began on July 8, 2022 and ends on September 1, 2022. We received 3 applications as of the date this agenda was prepared. The exam is scheduled for September 14, 2022.

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CONSENT AGENDA(CONTINUED)

- e. 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.
 - f. 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 T&E examination was administered on August 11, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
 - g. Licensing Coordinator** (due to an employee promotion). The open recruitment began on August 10, 2022 and ends on September 6, 2022. We received 8 applications as of the date this agenda was prepared. The exam is scheduled for September 20, 2022.
 - h. MS4 Permit Coordinator** (due to an additional FTE). The open recruitment began on August 10, 2022 and ends on September 6, 2022. We received 2 applications as of the date this agenda was prepared. The exam is scheduled for September 20, 2022.
 - i. Planner** (due to an employee promotion). The open recruitment began on July 19, 2022 and ended on August 9, 2022. We received 11 applications and 2 were approved for the exam. The T&E examination was administered on August 11, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
 - j. Police Patrol Officer** (due to current and anticipated vacancies). The Open recruitment began on July 10, 2022 and ended on August 20, 2022. We received 57 applications as of the date this agenda was prepared. The exam is scheduled for September 7, 2022.
 - k. Traffic Signal Technician** (due to an additional FTE). The updated open recruitment began on August 10, 2022 and ends on September 6, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for September 20, 2022.
2. Ratify the Commission’s letter to Melanie Turner, regarding her appeal to the rejection of her application to the Deputy Director of Public Works exam.
 3. Ratify the Commission’s letter to Brittany Rutherford, regarding her appeal to the removal of her name from to the Firefighter eligible list.
 4. Ratify the Commissioner’s letter to Elysia Vigil, regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 5. Ratify the Commission’s letter to Andrew Baker, Reese Bennett, Anthony Capobianco, Anthony Dionisio, Jesslyn Downs, Jonathan Flores, Sage Friel, Megan Gonzalez, Timothy Hohnbaum, Brian Jefferson, Anton Justesen, Mason Mauger, Adam Roman, Kevin Sneeringer, Ryan Strabala, regarding the removal of their names from the Firefighter eligibility list.
 6. Ratify the Commission’s letter to Linda Shaffer, regarding the removal of their names from the Office Assistant eligibility list.

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CONSENT AGENDA(CONTINUED)

7. Ratify the Commissioner's letter to Derick Crippin, regarding the removal of his name from the Painter eligibility list.
8. Ratify the Commission's letters to Jacob Goode, Isaac Mathews, 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 Inspector-Stormwater, and Planner.

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

REGULAR AGENDA

1. Review the appeal submitted by Stephen Sutton, relating to the removal of his name from the Office Assistant eligible list.
Commission Action: Sustain, reject, or set for formal hearing
2. Submission of the eligible list for Accounting Technician IV
Commission Action: Approve and certify the eligible list for the class title of Accounting Technician IV
3. Submission of the eligible list for Assistant Accounting Manager
Commission Action: Approve and certify the eligible list for the class title of Assistant Accounting Manager
4. Submission of the eligible list for Inspector-Stormwater
Commission Action: Approve and certify the eligible list for the class title of Inspector-Stormwater
5. Submission of the eligible list for Planner
Commission Action: Approve and certify the eligible list for the class title of Planner
6. Submission of Memorandum to Mayor Gradisar with respect to monthly compensation of Commissioners.
Commission Action: Approve the memorandum to Mayor Gradisar

ADMINISTRATIVE ITEMS

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

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