



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, September 13, 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 23, 2022.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, August 23, 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:

- Associate Engineer I** (due to an additional FTE). The open recruitment began on August 11, 2022 and ended on September 7, 2022. We received 2 approved applications. The T&E exam was administered on September 9, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- Civil Engineer/Drainage** (due to an employee promotion and an additional FTE). The updated recruitment began on July 8, 2022 and ended on September 1, 2022. We received 4 applications and 1 was approved for the exam. The T&E exam was administered on September 2, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- Emergency Medical Officer** (due to an employee promotion and a voluntary demotion). 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. 3 applicants subsequently withdrew from the process. The T&E exam was administered on August 31, 2022. The eligibility list will be presented to the Commission for certification during this meeting.

CIVIL SERVICE COMMISSION MEETING
Tuesday, September 13, 2022

CONSENT AGENDA (CONTINUED)

- d. Emergency Services Dispatcher** (due to current and anticipated vacancies). The Open recruitment began on September 1, 2022 and ends on October 9, 2022. We received 29 applications as of the date this agenda was prepared. The exam is scheduled for October 25, 2022.
 - e. Licensing Coordinator** (due to an employee promotion). The open recruitment began on August 10, 2022 and ended on September 6, 2022. We received 21 applications and 3 were approved for the exam. The T&E exam was administered on September 2, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
 - f. MS4 Permit Coordinator** (due to an additional FTE). The open recruitment began on August 10, 2022 and ended on September 6, 2022. We received 2 applications and none were approved for the exam. We are waiting for feedback from the Stormwater Department on how to proceed.
 - g. Office Assistant** (due to current and anticipated vacancies). The Open recruitment began on August 25, 2022 and ends on September 14, 2022. We received 46 applications as of the date this agenda was prepared. The exam is scheduled for September 26, 2022.
 - h. 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 71 applications and 49 were approved for the exam. The exam was administered on September 7, 2022.
 - i. Pueblo Food Project Coordinator** (due to an additional FTE). The open recruitment began on September 11, 2022 and ends on October 2, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for October 21, 2022.
 - j. Regulatory Compliance Specialist** (due to an employee promotion). The Open recruitment began on August 26, 2022 and ends on September 22, 2022. We received 5 applications as of the date this agenda was prepared. The exam is scheduled for October 4, 2022.
 - k. Traffic Signal Technician** (due to an additional FTE). The updated open recruitment began on August 10, 2022 and ended on September 6, 2022. We received 4 applications and 2 were approved for the exam. The T&E exam was administered on September 8, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
 - l. Utility Worker** (due to current and anticipated vacancies). The Open recruitment began on August 25, 2022 and ends on September 14, 2022. We received 26 applications as of the date this agenda was prepared. The exam is scheduled for September 26, 2022.
2. Ratify the Commission's letter to Stephen Sutton regarding his appeal to the removal of his name from to the Office Assistant eligible list.
 3. Ratify the Commission's letters to Kerry Jones and Melodie Zimmerman, regarding the removal of their names from the Accounting Technician IV eligible list.

CIVIL SERVICE COMMISSION MEETING
Tuesday, September 13, 2022

CONSENT AGENDA (CONTINUED)

4. Ratify the Commission's letters to Jay Bernard, Theresa Bachicha and Brandon Patten regarding the removal of their names from the Building Custodian eligible list.
5. Ratify the Commission's letters to Aleah Garcia, Kristina Harris, Amy Hernandez, Robert Lenk, Christopher Lovato, Shawn Pacheco, Daniella Saiz, and Laura Schrader from the Emergency Services Dispatcher eligible list.
6. Ratify the Commission's letters to Alfred Andrews, Michael Bensik, Justin Carpenter, Aiyana Chacon, Jacob Cruz, Adrienne Dawson, Andrew Ercul, Eric Joslyn, Joshua Keown, Zachary Korte, Taylor Matthewman, Garrett Mauger, James Montera, Nathaniel Moreno, Michael Perkins, Emmanuel Rios, Cameron Ritter, Michael Sanchez, Cody Schauer, Karl Schmidt, Sebastian Sefcovic, James Shields, Kriyah Smith, Tyler Vance, Jodi Vincent, Nathan Waters, Phillip Welch, and Trey Zupancic regarding the removal of their names from the Firefighter eligibility list.
7. Ratify the Commission's letters to Sarah Aragon, Pearl Atencio, Lori Calloway, Nicole Cano, Loraine Gutierrez, Amanda Kirkendall, Laura Schrader, and Christine Venus regarding the removal of their names from the Office Assistant eligibility list.
8. Ratify the Commission's letters to Jacob Armstrong, Everette Bates, Brandon Bickle, Carlos Bonilla, Joseph Calero, Anthony Cancino, Andres Carrero-Valdez, Victor Corena, Curtis Fitzsimmons, Geovanni Grant, Garrett Larkin, Deja Marquez, Hociel Maya-Garcia, Logan Metcalfe, Orlando Negron, Christopher Ramirez, Cheston Reyes, Joshua Rushing, Jazmyne Sandoval, Zechariah Werner, and Dakota Willis regarding the removal of their names from the Police Patrol Officer eligibility list.
9. Ratify the Commission's letters to Dagoberto Cruz, Isaac Loudy, Francisco Quiroz Brandon Swenson, and Jason Tompkins regarding the removal of their names from the Utility Worker eligibility list.
10. Ratify the Commission's decision to conduct T&E examinations for Associate Engineer I, Civil Engineer/Drainage, Emergency Medical Officer, Licensing Coordinator, and Traffic Signal Technician.

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

CIVIL SERVICE COMMISSION MEETING
Tuesday, September 13, 2022

REGULAR AGENDA

1. Review the appeal submitted by Aiyana Chacon, 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 Jason Tompkins, relating to the removal of his name from the Utility Worker eligible list.
Commission Action: Sustain, reject, or set for formal hearing
3. Submission of the eligible list for Associate Engineer I
Commission Action: Approve and certify the eligible list for the class title of Associate Engineer I
4. Submission of the eligible list for Civil Engineer / Drainage
Commission Action: Approve and certify the eligible list for the class title of Civil Engineer / Drainage
5. Submission of the eligible list for Emergency Medical Officer
Commission Action: Approve and certify the eligible list for the class title of Emergency Medical Officer
6. Submission of the eligible list for Licensing Coordinator
Commission Action: Approve and certify the eligible list for the class title of Licensing Coordinator
7. 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. Discussion relating to a change in the Police Patrol Officer physical ability test.
2. Set the date for the next Civil Service Commission Meeting.

ADJOURN