

# PUEBLO

CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – INTERIM CITY HALL  
301 W. “B” STREET  
TUESDAY, APRIL 10, 2012  
5:30 PM

*Individuals Requiring Special Accommodations Should Notify the Civil Service Commission Office (719) 553-2635 by Noon on the Monday Preceding the Meeting.*

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Tuesday, March 13, 2012.

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, March 13, 2012 as distributed.

## **CONSENT AGENDA**

The following items are considered to be 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:
  - a. Auto Mechanic - (Recruitment due to employee voluntary demotion) – We received 15 applications for this position and one candidate was qualified. We are currently in the appeal period.
  - b. Park Caretaker, Senior - (Recruitment due to employee voluntary demotion) – We received two applications during the internal recruitment and both were rejected. The external recruitment for this position will begin in the near future.
  - c. Park Maintenance Mechanic - (Recruitment due to employee promotion) – We received four applications for this position, and all were qualified. The written examination will be held in the near future.
  - d. WW Utility Worker II - (Recruitment due to employee retirement) – A T&E examination was conducted on the one qualified application for this position. The eligible list for this position will be signed at this meeting.

CIVIL SERVICE COMMISSION MEETING

APRIL 10, 2012

PAGE TWO

**CONSENT AGENDA**

- e. WW Utility Worker IV - (Recruitment due to employee promotion) – A T&E examination was conducted on the one qualified application for this position. The eligible list for this position will be signed at this meeting.
  - f. Pretreatment Manager - (Recruitment due to employee resignation) – The external recruitment began on March 11, 2012 and ended on April 1, 2012. We received eight applications for this position. We are currently in the process of screening these applications.
  - g. Sweeper Operator - (Recruitment due to employee resignation and employee retirement) – The internal recruitment began on March 9, 2012 and ended on March 23, 2012. We received seven applications for this position. We are currently in the process of screening these applications.
  - h. WW Operator A - (Recruitment due to employee resignation) – The internal recruitment began on March 30, 2012 and ends on April 13, 2012. At the time of this agenda, we had received no applications for this position.
2. Ratify the Commission's letter to Michelle Komaroski regarding the removal of her name from the Clerk Typist eligibility list.
  3. Ratify the Commission's letter to John Pantoya regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
  4. Ratify the Commission's letter to Crystal Bravo regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
  5. Ratify the Commission's letter to Naomi Gonzales regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
  6. Ratify the Commission's letter to Nicole Junkins regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
  7. Ratify the Commission's letter to Tracy Thompson regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
  8. Ratify the Commission's letter to Adam Alexander regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
  9. Ratify the Commission's letter to Denice Jackson regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
  10. Ratify the Commission's letter to Rayleen Aguirre regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

## **CONSENT AGENDA**

11. Ratify the Commission's letter to Karl Brandenburg regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
12. Ratify the Commission's letter to Mary Kay Deverich regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
13. Ratify the Commission's letter to Shonie Gonzalez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
14. Ratify the Commission's letter to Katrina Reynolds regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
15. Ratify the Commission's letter to Gary Trujillo regarding the removal of his name from the Utility Worker eligibility list.
16. Ratify the Commission's letter to Matthew Carlino regarding the removal of his name from the Utility Worker eligibility list.
17. Ratify the Commission's letter to Anton Kuretich regarding the removal of his name from the Utility Worker eligibility list.
18. Ratify the Commission's letter to Ronald Erickson regarding the removal of his name from the Tax Auditor eligibility list.
19. Ratify the Commission's letter to Mani Shoranur regarding the removal of his name from the Wastewater SCADA Coordinator eligibility list.

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

## **REGULAR AGENDA**

1. Submission of the eligible list for Wastewater Utility Worker II.

**Commission Action:** Approve and certify the eligible list for the class title of Wastewater Utility Worker II.

2. Submission of the eligible list for Wastewater Utility Worker IV.

**Commission Action:** Approve and certify the eligible list for the class title of Wastewater Utility Worker IV.

3. Determine the method of examination for the classification of Pretreatment Manager.

**Commission Action:** Determine the method of examination for the classification of Pretreatment Manager.

## **ADMINISTRATIVE ITEMS**

**A. Administrative Items.**

1. Set the date for the May 2012 Civil Service Commission Meeting.

## **INFORMATIONAL ITEMS**

**B. Informational Items.**

1. Revised status reports for September 2011 through January 2012 and status report for February 2012.
2. Handouts

**ADJOURN**