



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, November 8, 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, October 26, 2022.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, October 26, 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:
 - a. Accountant II (due to employee promotion). The open recruitment began on October 20, 2022 and ends on November 13, 2022. We received 4 applications as of the date this agenda was prepared. The exam is scheduled for November 29, 2022.
 - b. Administrative Technician (due to an employee promotion). The closed recruitment began on October 20, 2022 and ended on November 3, 2022. We received 5 applications and all were approved for the exam. The exam is scheduled for November 16, 2022.
 - c. Associate Engineer II - Wastewater (due to an employee promotion). The open recruitment began on October 21, 2022 and ends on November 13, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for November 29, 2022.
 - d. Auto Mechanic (due to an employee promotion). The closed recruitment began on October 21, 2022 and ended on November 6, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for November 29, 2022.

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CONSENT AGENDA(CONTINUED)

- e. Business Systems Analyst (due to employee separation). The closed recruitment began on October 21, 2022 and ended on November 6, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for November 29, 2022.
 - f. Civil Engineer / Transportation (due to an additional FTE). The open recruitment began on October 4, 2022 and ended on November 1, 2022. We received 3 applications and 0 were approved for the exam. We are pending direction from the Public Works Director on how to proceed.
 - g. Equipment Operator IV (due to current and anticipated vacancies). The closed recruitment began on September 27, 2022 and ended on October 11, 2022. We received 8 applications and all were approved for the exam. The exam was administered on October 25, 2022. The Rule 23 appeal period ends on November 8, 2022.
 - h. Housing and Community Development Coordinator II (due to an employee promotion). The open recruitment began on October 19, 2022 and ends on November 13, 2022. We received 5 applications as of the date this agenda was prepared. The exam is scheduled for November 29, 2022.
 - i. Police Patrol Officer (due to current and anticipated vacancies). The Open recruitment began on September 25, 2022 and ends on January 3, 2023. We received 59 applications as of the date this agenda was prepared. The exam is scheduled for January 17, 2022.
 - j. Senior HR Analyst (due to an employee resignation). The open recruitment began on October 19, 2022 and ends on November 13, 2022. We received 4 applications as of the date this agenda was prepared. The exam is scheduled for November 29, 2022.
 - k. Tax Auditor (due to an anticipated vacancy). The open recruitment began on October 26, 2022 and ends November 22, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for December 6, 2022.
 - l. Tax Compliance Technician (due to an employee resignation). The open recruitment began on October 27, 2022 and ends on November 22, 2022. We received 5 applications as of the date this agenda was prepared. The exam is scheduled for December 6, 2022.
 - m. Trash Removal Coordinator (due to an additional FTE). The open recruitment began on October 26, 2022 and ends on November 17, 2022. We received 4 applications as of the date this agenda was prepared. The exam is scheduled for November 29, 2022.
2. Ratify the Commission's letter to Gregory Kelley regarding the approval of their appeal to the removal of their name from the Police Patrol Officer eligible list.
 3. Ratify the Commission's letter to Previn Marquez, regarding the removal of their name from the Associate Engineer I eligibility list.

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CONSENT AGENDA(CONTINUED)

4. Ratify the Commission's letter to Damien Carlson, regarding the removal of their name from the Police Patrol Officer eligibility list.
5. Ratify the Commission's letter to Jessica McGroarty, regarding the removal of their name from the Planner eligibility list.
6. Ratify the Commission's letter to Brandon Christie and Thomas Hutchison, regarding the removal of their names from the Traffic Signal Technician eligibility list.
7. Ratify the Commission's letter to Kelly Naro, regarding the removal of their name from the WWTP Maintenance Mechanic eligibility list.
8. Ratify the Commission's letter to Joseph Rodriguez regarding placement of their name on the Police Patrol Officer reemployment list.

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

REGULAR AGENDA

1. Review the appeal submitted by Damien Carlson, relating to the removal of their name from the Police Patrol Officer eligible list.
Commission Action: Sustain, reject, or set for formal hearing
2. Review the proposal to use the CivicClerk software to manage agendas and meetings.
Commission Action: Approve or reject the proposal

ADMINISTRATIVE ITEMS

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

ADJOURN