



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
MARCH 13, 2012
5:30 P.M.**

MINUTES

CALL TO ORDER

Chairman Dan Archibeque called the Civil Service Commission Meeting to order.

ROLL CALL

Commission Members Present: Dan Archibeque, Guy Kennedy, Sharon Bonner

Administrative and Civil Service Staff Members Present: Counsel for the Commission Robert Jagger, City Clerk Gina Dutcher, Human Resources Director Marisa Walker, Fire Chief Chris Riley, HR Analyst Manual Alcala, HR Analyst Shelly Carrillo, Civil Service Administrator Toni Selman, and Secretary Lynne Huskins.

Other Interested Parties: None

SPECIAL RECOGNITION

City Clerk Gina Dutcher gave a reaffirmation of oath of office and presented Mr. Archibeque with a Certificate of Election for his recent reelection to office.

AMENDMENTS TO AGENDA

Mr. Archibeque asked if there were any amendments to the agenda. None were voiced.

READING AND APPROVAL OF MINUTES

Mr. Kennedy seconded by Ms. Bonner moved to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, February 14, 2012 as distributed.

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

CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

The Commission received and filed the following status report on current recruitments:

- a. Stormwater Crew Leader – (Recruitment due to employee demotion) – The written and performance examinations have been held and seven candidates successfully completed the process. The eligible list for this position will be signed at this meeting.

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CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

- b. Emergency Medical Officer - (Recruitment required every year per Civil Service Rule 29) – The written exam was held on February 15, 2012. Six persons appeared to take the exam and three passed. The eligible list for this position will be signed at this meeting.
- c. Fire Engineer - (Recruitment required every year per Civil Service Rule 29) – The written exam was held on February 9, 2012. Ten persons appeared to take the exam and six passed. The eligible list for this position will be signed at this meeting.
- d. Auto Mechanic - (Recruitment due to employee voluntary demotion) – The internal recruitment began on February 17, 2012 and ended on March 2, 2012. There were no applicants for the internal recruitment. The external recruitment began on March 4, 2012 and ends on March 25, 2012. At the time of this agenda, we had received seven applications for this position.
- e. Park Caretaker, Senior - (Recruitment due to employee voluntary demotion) – The internal recruitment began on March 4, 2012 and ends on March 18, 2012. At the time of this agenda, we had received one application for this position.
- f. Park Maintenance Mechanic - (Recruitment due to employee promotion) – The internal recruitment began on March 4, 2012 and ends on March 18, 2012. At the time of this agenda, we had received two applications for this position.
- g. WW Utility Worker II - (Recruitment due to employee retirement) – The internal recruitment began on February 24, 2012 and ended on March 9, 2012. At the time of this agenda, we had received one application for this position.
- h. WW Utility Worker IV - (Recruitment due to employee promotion) – The internal recruitment began on February 24, 2012 and ended on March 9, 2012. At the time of this agenda, we had received one application for this position.

COMMUNICATIONS

- 1. Ratify the Commission's letter to Randy Trujillo regarding the rejection of his appeal of question #11, and the acceptance of his appeal of question #42 on the Stormwater Crew Leader written examination.
- 2. Ratify the Commission's letter to Edward Meyer regarding the removal of his name from the Utility Worker eligibility list.
- 3. Ratify the Commission's letter to Christie Smith regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
- 4. Ratify the Commission's letter to Ronald Talbert regarding the removal of his name from the Utility Worker eligibility list.
- 5. Ratify the Commission's letter to Brandon Ory regarding the removal of his name from the WW SCADA Coordinator eligibility list.

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CONSENT AGENDA

COMMUNICATIONS

6. Ratify the Commission's letter to Edward Meyer regarding the acceptance of his objection of the removal of his name from the Utility Worker eligibility list.
7. Ratify the Commission's letter to Joseph Torres regarding the removal of his name from the Utility Worker eligibility list.
8. Ratify the Commission's letter to Courtney Chance regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
9. Ratify the Commission's letter to Geneva Heredia regarding the removal of her name from the Clerk Typist eligibility list.
10. Ratify the Commission's letter to Dianna Urrea regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
11. Ratify the Commission's letter to Saralee Watkins regarding the removal of her name from the Clerk Typist eligibility list.
12. Ratify the Commission's letter to Christie Smith regarding the rejection of her objection regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve all items on the Consent Agenda.

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

REGULAR AGENDA

1. The Civil Service Administrator submitted the eligible list for Emergency Medical Officer.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Emergency Medical Officer.

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

2. The Civil Service Administrator submitted the eligible list for Fire Engineer.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Fire Engineer.

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

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REGULAR AGENDA

3. The Civil Service Administrator submitted the eligible list for Stormwater Crew Leader.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Stormwater Crew Leader.

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

4. The Civil Service Administrator asked the Commission to determine the method of examination for the classification of Auto Mechanic. Ms. Selman stated that this position requires the applicants to have specific experience and A.S.E. certifications. There are currently ten applicants for this position, and possibly two of those candidates meet the minimum qualifications. Because this is a Rule of Three position, Ms. Selman said her suggestion would be to conduct T&E examinations if there are three or fewer qualified applicants.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve a T&E examination for the position of Auto Mechanic if there are three or fewer qualified applicants.

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

5. The Civil Service Administrator asked the Commission to determine the method of examination for the classification of Wastewater Utility Worker II. Ms. Selman stated that this is a promotional position due to an employee receiving required certification. The recruitment period has ended, and there is one qualified applicant. This is a Rule of Three position, and Ms. Selman said her suggestion would be to conduct a T&E examination on the one qualified applicant.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve a T&E examination for the position of Wastewater Utility Worker II.

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

6. The Civil Service Administrator asked the Commission to determine the method of examination for the classification of Wastewater Utility Worker IV. Ms. Selman stated that this is a promotional position due to an employee receiving required certification. The recruitment period has ended, and there is one qualified applicant. This is a Rule of Three position, and Ms. Selman said her suggestion would be to conduct a T&E examination on the one qualified applicant.

Commission Action: Ms. Bonner, seconded by Mr. Kennedy, moved to approve a T&E examination for the position of Wastewater Utility Worker IV.

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

ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for April 10, 2012 at 5:30 p.m. The meeting will be held in the interim City Council Chambers, 301 W. "B" Street.

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INFORMATIONAL ITEMS

1. The Commission received the status reports for September 2011 through January 2012.
2. The Commission received their handouts

ADJOURN – 5:45 p.m.


Chairman