



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, December 13, 2022
11:00AM

MINUTES

CALL TO ORDER

Chair Dan Archibeque called the Civil Service Commission Meeting to order at 11:00 AM.

ROLL CALL

Commission Members Present: Dan Archibeque, Sharon Bonner, Erick Javaneau
Administrative and Civil Service Staff Members Present: Robert Jagger, Counsel for the Commission; Shelby Angus, Human Resource Analyst II; and Manuel Alcala, Civil Service Administrator.

AMENDMENTS TO THE AGENDA:

The Administrative Technician eligibility list was added as Regular Agenda item number 12.

READING AND APPROVAL OF MINUTES

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to dispense with the reading and approve the minutes for the November 8, 2022 regular meetings as distributed.

Roll Call: Ayes: Archibeque, Bonner, Javaneau. Motion carried unanimously.

APPROVAL OF CONSENT AGENDA

Commission Action: Mr. Archibeque seconded by Mr. Javaneau, moved to approve all items set forth in the consent agenda.

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

REGULAR AGENDA

1. Review the appeal submitted by Zebulon Clayton, relating to the rejection of their application to the Housing and Community Development Coordinator II exam.

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Administrator and the appeal is sustained, as set forth in the staff report. The staff report and the Commission's review of the background information has been made part of the record in this matter.

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

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REGULAR AGENDA (CONTINUED)

2. Review the appeal submitted by Sandra Duran, relating to the rejection of their application to the Senior HR Analyst exam.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Administrator and the appeal is sustained, as set forth in the staff report. The staff report and the Commission's review of the background information has been made part of the record in this matter.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
3. Submission of the eligible list for Accountant II.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Accountant II.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
4. Submission of the eligible list for Auto Mechanic.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Auto Mechanic.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
5. Submission of the eligible list for Business Systems Analyst.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Business Systems Analyst.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
6. Submission of the eligible list for Equipment Operator IV.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Equipment Operator IV.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
7. Submission of the eligible list for Housing and Community Development Coordinator II.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Housing and Community Development Coordinator II.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
8. Submission of the eligible list for Senior HR Analyst.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Senior HR Analyst.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
9. Submission of the eligible list for Tax Auditor.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Tax Auditor.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
10. Submission of the eligible list for Tax Compliance Technician.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Tax Compliance Technician.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.

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REGULAR AGENDA (CONTINUED)

11. Submission of the eligible list for Trash Removal Coordinator.

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Trash Removal Coordinator.

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

12. Submission of the eligible list for Administrative Technician.

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Administrative Technician.

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

ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for Tuesday December 27, 2022, at 11:00 AM. The meeting will be held in City Council Chambers, 1 City Hall Place (3rd floor).

ADJOURNED - 11:15 AM



Commission Chair