



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – INTERIM CITY HALL  
301 W. “B” STREET  
TUESDAY, MAY 8, 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, April 10, 2012.

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, April 10, 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) – T&E exams were conducted on the two qualified applicants for this position. The eligible list for this position will be signed at this meeting.
- b. Park Caretaker, Senior - (Recruitment due to employee voluntary demotion) – The external recruitment began on April 15, 2012 and ended on May 6, 2012. At the time of this agenda, we had received 12 applications for this position.
- c. Park Maintenance Mechanic - (Recruitment due to employee promotion) – The written examination was held in the on April 16, 2012. All four candidates who were approved passed the exam. The eligible list for this position will be signed at this meeting.
- d. Pretreatment Manager - (Recruitment due to employee resignation) – T&E exams were conducted on the three qualified applicants for this position. The eligible list for this position will be signed at this meeting.

## CONSENT AGENDA

- e. Sweeper Operator - (Recruitment due to employee resignation and employee retirement) – Seven persons were approved to take the written exam which was held on May 3, 2012. The tests are currently being scored.
  - f. WW Operator A - (Recruitment due to employee resignation) – The external recruitment began on April 15, 2012 and ended on May 6, 2012. At the time of this agenda, we had received 12 applications for this position.
  - g. Sr. WWTP Maintenance Mechanic - (Recruitment due to new position in 2012 budget) – The internal recruitment began on April 20, 2012 and ended on May 4, 2012. At the time of this agenda, we had received three applications for this position.
  - h. WW SCADA Coordinator - (Recruitment due to employee resignation) – The external recruitment began on April 8, 2012 and ended on April 29, 2012. We received seven applications for this position, and one applicant was qualified. We are currently in the appeal period for rejections for this position.
  - i. Building & Grounds Maintenance Mechanic-Plumber - (Recruitment due to employee retirement) –The internal recruitment began on May 3, 2012 and ends on May 17, 2012. At the time of this agenda, we had received no applications for this position.
2. Ratify the Commission's letter to Damon DeCristino regarding the rejection of his objection to allow him to take the Auto Mechanic examination.
  3. Ratify the Commission's letter to Terry Sanders regarding the removal of his name from the Tax Auditor eligibility list.
  4. Ratify the Commission's letter to Mindy Duran regarding the removal of her name from the Senior Clerk Typist eligibility list.
  5. Ratify the Commission's letter to Christina Lovato regarding the removal of her name from the Senior Clerk Typist eligibility list.
  6. Ratify the Commission's letter to Stephanie Medina regarding the removal of her name from the Senior Clerk Typist eligibility list.
  7. Ratify the Commission's letter to Darren Percival regarding the removal of his name from the Fire Engineer eligibility list.
  8. Ratify the Commission's letter to Justina Finn regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
  9. Ratify the Commission's letter to Michael Horn regarding the removal of his name from the Emergency Services Dispatcher eligibility list.

## **CONSENT AGENDA**

10. Ratify the Commission's letter to Katrina Marquez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
11. Ratify the Commission's letter to Tara Martinez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
12. Ratify the Commission's letter to Patricia Slagel regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
13. Ratify the Commission's letter to Carla Bockla regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
14. Ratify the Commission's letter to Christina Lovato regarding the acceptance of her objection of the removal of her name from the Senior Clerk Typist eligibility list.
15. Ratify the Commission's letter to Ambrosia Metz regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
16. Ratify the Commission's letter to Nick Vargas regarding the removal of his name from the Utility Worker eligibility list.
17. Ratify the Commission's letter to Katrina Marquez regarding the rejection of her objection of the removal of her name from the Emergency Services Dispatcher eligibility list.
18. Ratify the Commission's letter to Megan Kuhn regarding the removal of her name from the Tax Auditor eligibility list.
19. Ratify the Commission's letter to Nicole Christensen regarding the removal of her name from the Tax Auditor eligibility list.
20. Ratify the Commission's letter to Collette Ferguson regarding the removal of her name from the Tax Auditor eligibility list.
21. Ratify the Commission's letter to Tracy Thompson regarding the removal of her name from the Clerk Typist eligibility list.
22. Ratify the Commission's letter to Clyde Vigil regarding the rejection of his objection to allow him to take the Auto Mechanic examination.
23. Ratify the Commission's letter to Kathryn Ware regarding the removal of her name from the Tax Auditor eligibility list.

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

## **REGULAR AGENDA**

1. Submission of the eligible list for Pretreatment Manager.

**Commission Action:** Approve and certify the eligible list for the class title of Pretreatment Manager.

2. Submission of the eligible list for Park Maintenance Mechanic.

**Commission Action:** Approve and certify the eligible list for the class title of Park Maintenance Mechanic.

3. Submission of the eligible list for Automotive Mechanic.

**Commission Action:** Approve and certify the eligible list for the class title of Automotive Mechanic.

## **ADMINISTRATIVE ITEMS**

### **A. Administrative Items.**

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

## **INFORMATIONAL ITEMS**

### **B. Informational Items.**

1. Handouts

**ADJOURN**