



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, February 14, 2023  
11:00AM

## MINUTES

### CALL TO ORDER

Chair Dan Archibeque called the administrative hearing 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; Marisa Pacheco, Human Resource Director; and Manuel Alcala, Civil Service Administrator.

**AMENDMENTS TO THE AGENDA:** No

### 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 January 24, 2023 meeting 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 Patricia McClain, relating to the removal of their name from the Code Enforcement Officer eligible list.

**Commission Action:** Mr. Archibeque seconded by Ms. Bonner, moved to reject the appeal.

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

2. Submission of the eligible list for Accounting Technician IV.

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

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

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3. Submission of the eligible list for Community Risk Reduction Coordinator.  
**Commission Action:** Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Community Risk Reduction Coordinator.  
**Roll Call:** Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
4. Submission of the eligible list for Park Caretaker II – Irrigation Specialist.  
**Commission Action:** Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Park Caretaker II – Irrigation Specialist.  
**Roll Call:** Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
5. Submission of the eligible list for Planner.  
**Commission Action:** Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Planner.  
**Roll Call:** Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
6. 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.
7. 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.
8. Submission of the eligible list for Wastewater Maintenance Supervisor.  
**Commission Action:** Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Wastewater Maintenance Supervisor.  
**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 February 28, 2023, at 11:00 AM. The meeting will be held in City Council Chambers, 1 City Hall Place (3<sup>rd</sup> floor).

**ADJOURN – 11:08 A.M.**

  
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Commission Chair