



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS**

APRIL 10, 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, Fire Chief Chris Riley, Wastewater Director Gene Michael, HR Analyst Manual Alcala, HR Analyst Shelly Carrillo, Civil Service Administrator Toni Selman.

Other Interested Parties: None

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, March 13, 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. Auto Mechanic - (Recruitment due to employee voluntary demotion) – We received 15 applications for this position and one candidate was qualified. We are currently in the appeal period.
- b. Park Caretaker, Senior - (Recruitment due to employee voluntary demotion) – We received two applications during the internal recruitment and both were rejected. The external recruitment for this position will begin in the near future.
- c. Park Maintenance Mechanic - (Recruitment due to employee promotion) – We received four applications for this position, and all were qualified. The written examination will be held in the near future.

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CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

- d. WW Utility Worker II - (Recruitment due to employee retirement) – A T&E examination was conducted on the one qualified application for this position. The eligible list for this position will be signed at this meeting.
- e. WW Utility Worker IV - (Recruitment due to employee promotion) – A T&E examination was conducted on the one qualified application for this position. The eligible list for this position will be signed at this meeting.
- f. Pretreatment Manager - (Recruitment due to employee resignation) – The external recruitment began on March 11, 2012 and ended on April 1, 2012. We received eight applications for this position. We are currently in the process of screening these applications.
- g. Sweeper Operator - (Recruitment due to employee resignation and employee retirement) – The internal recruitment began on March 9, 2012 and ended on March 23, 2012. We received seven applications for this position. We are currently in the process of screening these applications.
- h. WW Operator A - (Recruitment due to employee resignation) – The internal recruitment began on March 30, 2012 and ends on April 13, 2012. At the time of this agenda, we had received no applications for this position.

COMMUNICATIONS

- 1. Ratify the Commission's letter to Michelle Komaroski regarding the removal of her name from the Clerk Typist eligibility list.
- 2. Ratify the Commission's letter to John Pantoya regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
- 3. Ratify the Commission's letter to Crystal Bravo regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
- 4. Ratify the Commission's letter to Naomi Gonzales regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
- 5. Ratify the Commission's letter to Nicole Junkins regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
- 6. Ratify the Commission's letter to Tracy Thompson regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
- 7. Ratify the Commission's letter to Adam Alexander regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
- 8. Ratify the Commission's letter to Denice Jackson regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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CONSENT AGENDA

COMMUNICATIONS

9. Ratify the Commission's letter to Rayleen Aguirre regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's letter to Karl Brandenburg regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
11. Ratify the Commission's letter to Mary Kay Deverich regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
12. Ratify the Commission's letter to Shonie Gonzalez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
13. Ratify the Commission's letter to Katrina Reynolds regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
14. Ratify the Commission's letter to Gary Trujillo regarding the removal of his name from the Utility Worker eligibility list.
15. Ratify the Commission's letter to Matthew Carlino regarding the removal of his name from the Utility Worker eligibility list.
16. Ratify the Commission's letter to Anton Kuretich regarding the removal of his name from the Utility Worker eligibility list.
17. Ratify the Commission's letter to Ronald Erickson regarding the removal of his name from the Tax Auditor eligibility list.
18. Ratify the Commission's letter to Mani Shoranur regarding the removal of his name from the Wastewater SCADA Coordinator 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 Wastewater Utility Worker II.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Wastewater Utility Worker II.

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

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REGULAR AGENDA

2. The Civil Service Administrator submitted the eligible list for Wastewater Utility Worker IV.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Wastewater Utility Worker IV.

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

3. The Civil Service Administrator asked the Commission to determine the method of examination for the classification of Pretreatment Manager. Ms. Selman stated the recruitment period for this position has ended, and there are two qualified applicants. Wastewater Director Gene Michael is present to answer any questions the Commission may have. Ms. Selman said that after discussion with Mr. Michael regarding examination possibilities, it was concluded that because this is a very technical position with technical requirements, writing an exam would prove very costly and time consuming if we could even find someone qualified to help write the exam. Ms. Selman said her suggestion would be to conduct a T&E examination on the two qualified applicants. Mr. Jagger asked if the job posting contained the language "The Commission may use a T&E."? Ms. Selman said it did, and copies of the posting were in the Commissioner's binders for review.

Commission Action: Ms. Bonner, seconded by Mr. Kennedy, moved to approve a T&E examination for the position of Pretreatment Manager.

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 May 8, 2012 at 5:30 p.m. The meeting will be held in the interim City Council Chambers, 301 W. "B" Street.

INFORMATIONAL ITEMS

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

ADJOURN – 5:36 p.m.


Chairman