



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

MINUTES

CALL TO ORDER

Chair Dan Archibeque called the administrative hearing to order at 11:04 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; Mathew Vigil, HR Analyst; and Manuel Alcala, Civil Service Administrator.

AMENDMENTS TO THE AGENDA: Yes – To bring item number 1 from the administrative items forward. The introduction of our new employee Luke Hawk, Marketing and Recruitment Specialist.

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 March 28, 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 Dennis Caro, relating to the rejection of their Code Enforcement Officer exam application.

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Administrator and the appeal is approved, 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.

CIVIL SERVICE COMMISSION MEETING MINUTES
April 11, 2023

2. Review the Appeal submitted by Gabriel Galdamez, relating to the removal of their name from the Police Patrol Officer eligibility list.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Administrator and the appeal is rejected, 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. Review the Appeal submitted by Isaac Mathews, relating to the removal of their name from the Police Patrol Officer eligibility list.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Administrator and the appeal is rejected, 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
4. Review the Appeal submitted by Brenda Trujillo, relating to the rejection of their application to the HR Analyst II exam.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Administrator and the appeal is rejected, 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
5. Submission of the eligible list for Civil Engineer/Transportation.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Civil Engineer/Transportation.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
6. Submission of the eligible list for Code Enforcement Officer.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Code Enforcement Officer.
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
7. Submission of the eligible list for Community Service Officer.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Community Service Officer.
8. Submission of the eligible list for Equipment Operator II.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Equipment Operator II.
9. Submission of the eligible list for HR Analyst II.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of HR Analyst II.
10. Submission of the eligible list for Senior GIS Administrator.
Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Senior GIS Administrator.

CIVIL SERVICE COMMISSION MEETING MINUTES
April 11, 2023

11. Submission of the eligible list for Senior Office Assistant.

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

12. 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.

13. Submission of the eligible list for Utility Worker.

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

14. Submission of the eligible list for Wastewater Maintenance Coordinator.

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

ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for Tuesday April 25, 2023, at 11:00 AM. The meeting will be held in City Council Chambers, 1 City Hall Place (3rd floor).

ADJOURN – 11:22 A.M.



Commission Chair