



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

MINUTES

CALL TO ORDER

Chair Dan Archibeque called the 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; Bella Trujillo, Assistant HR Director; and Manuel Alcala, Civil Service Administrator.

AMENDMENTS TO THE AGENDA – Yes

The Administrative Technician certification list was added as item #9 in the Regular Agenda.

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 June 27, 2023 meeting as distributed.

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

APPROVAL OF CONSENT AGENDA

Commission Action: Mr. Archibeque seconded by Ms. Bonner, 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 proposed changes to the CritiCall exam for the Emergency Services Dispatcher exam.

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

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2. Review the appeal submitted by Clarissa Fritz, relating to the rejection of their application to the Legal Assistant 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.

3. Review the appeal submitted by Kyara Gendreau, relating to the rejection of their application to the Accounting Technician IV exam.

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

4. Review the appeal submitted by Frances Velasquez, relating to the rejection of their application to the Accounting Technician IV exam.

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

5. Submission of the eligible list for Legal Assistant.

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

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

6. Submission of the eligible list for Senior Planner.

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

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

7. Submission of the eligible list for Senior Tax Auditor.

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

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

8. Submission of the eligible list for Water Reclamation Worker.

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

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

9. 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.

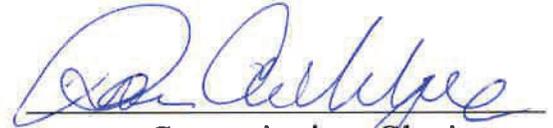
Roll Call: Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously

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ADMINISTRATIVE ITEMS

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

ADJOURN – 11:16 A.M.



Commission Chair