



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, July 25, 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; Marisa Pacheco, HR Director; and Manuel Alcala, Civil Service Administrator.

**AMENDMENTS TO THE AGENDA** – No

### READING AND APPROVAL OF MINUTES

**Commission Action:** Mr. Javaneau seconded by Ms. Bonner, moved to dispense with the reading and approve the minutes for the July 11, 2023 meeting as distributed.

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

### APPROVAL OF CONSENT AGENDA

**Commission Action:** Mr. Javaneau 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 appeal submitted by Caleb King, relating to the rejection of their application to the Code Enforcement Officer exam.

**Commission Action:** Mr. Javaneau seconded by Ms. Bonner, moved to approve 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.

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2. Submission of the eligible list for Abandoned Vehicle Coordinator.  
**Commission Action:** Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Abandoned Vehicle Coordinator.  
**Roll Call:** Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
3. Submission of the eligible list for Accountant I.  
**Commission Action:** Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Accountant I.  
**Roll Call:** Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
4. Submission of the eligible list for Accounting Technician IV.  
**Commission Action:** Mr. Javaneau 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.
5. Submission of the eligible list for Airport Operations/Maintenance Worker.  
**Commission Action:** Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Airport Operations/Maintenance Worker.  
**Roll Call:** Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
6. Submission of the eligible list for Civil Engineer/Wastewater.  
**Commission Action:** Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Civil Engineer/Wastewater.  
**Roll Call:** Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
7. Submission of the eligible list for Emergency Services Dispatcher.  
**Commission Action:** Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Emergency Services Dispatcher.  
**Roll Call:** Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
8. Submission of the eligible list for Tax Compliance Technician.  
**Commission Action:** Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Tax Compliance Technician.  
**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 August 8, 2023, at 11:00 AM. The meeting will be held in City Council Chambers, 1 City Hall Place (3<sup>rd</sup> floor).

**ADJOURN – 11:11 A.M.**



Commission Chair  
Vice