

PUEBLO

CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – INTERIM CITY HALL
301 W. “B” STREET
TUESDAY, JUNE 12, 2012
5:30 PM

Individuals Requiring Special Accommodations Should Notify the Civil Service Commission Office (719) 553-2635 by Noon on the Monday Preceding the Meeting.

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Tuesday, May 8, 2012.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, May 8, 2012 as distributed.

CONSENT AGENDA

The following items are considered to be routine by the Civil Service Commission and will be passed and approved by one motion. There will be no separate discussion of these items unless a Commissioner so requests; in which event, the item shall be removed and considered as a regular item.

1. Receive and file the following status reports on current recruitments:
 - a. Park Caretaker, Senior - (Recruitment due to employee voluntary demotion) – The external recruitment began on April 15, 2012 and ended on May 6, 2012. We received 20 applications for this position, and two were qualified. A written examination will be given in the near future.
 - b. Sweeper Operator - (Recruitment due to employee resignation and employee retirement) – The written exam was held on May 3, 2012. All seven persons scheduled appeared and passed the exam. The eligible list for this position will be signed at this meeting.
 - c. WW Operator A - (Recruitment due to employee resignation) – We received 13 applications for this position. T&E exams were conducted on the three qualified applicants. The eligible list for this position will be signed at this meeting.
 - d. Sr. WWTP Maintenance Mechanic - (Recruitment due to new position in 2012 budget) – A T&E exam was conducted on the one qualified applicant. The eligible list for this position will be signed at this meeting.

CIVIL SERVICE COMMISSION MEETING
JUNE 12, 2012
PAGE TWO

CONSENT AGENDA

- e. WW SCADA Coordinator - (Recruitment due to employee resignation) – A T&E exam was conducted on the one qualified applicant. The eligible list for this position will be signed at this meeting.
 - f. Building & Grounds Maintenance Mechanic-Plumber - (Recruitment due to employee retirement) – A T&E exam was conducted on the one qualified applicant. The eligible list for this position will be signed at this meeting.
 - g. Emergency Services Dispatcher - (Recruitment due to several current vacancies and exhaustion of eligible list) – The external recruitment began on May 20, 2012 and ended on June 10, 2012. At the time of this agenda, we had received 104 applications for this position.
 - h. Fire Captain - (Recruitment required every year per Civil Service Rule 29) – The internal recruitment began on May 13, 2012 and ended on May 28, 2012. We received 19 applications for this position, and all were qualified. The written exam will be held June 26, 2012.
 - i. Police Sergeant - (Recruitment required every year per Civil Service Rule 29) - The internal recruitment began on June 3, 2012 and ends on June 24, 2012. At the time of this agenda, we had received 16 applications for this position.
 - j. Police Patrol Officer - (Recruitment due to anticipated October 2012 Police Academy and anticipated exhaustion of the current eligible list) – The external recruitment began on June 3, 2012 and ends on June 24, 2012. At the time of this agenda, we had received 75 applications for this position.
2. Ratify the Commission's letter to Sofia Futty regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 3. Ratify the Commission's letter to Margaret Sanders regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 4. Acknowledge that an irregularity occurred during the administration of the Sweeper Operator written examination and the steps taken to correct that irregularity.
 5. Ratify the Commission's letter to Alexander Aragon regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
 6. Ratify the Commission's letter to Patricia Slagle regarding the reinstatement of her name to the Emergency Services Dispatcher eligibility list.
 7. Ratify the Commission's letter to Joe Pantaleo regarding the removal of his name from the Parks Manager eligibility list and the rejection of his application for Park Caretaker, Senior.

CONSENT AGENDA

8. Ratify the Commission's letter to Rosie Quintana regarding the removal of her name from the Emergency Services Dispatch Supervisor eligibility list.
9. Ratify the Commission's letter to Catherine Wojcik regarding the removal of her name from the Compliance/Audit Agent eligibility list.
10. Ratify the Commission's letter to Melissa Lujan regarding the removal of her name from the Compliance/Audit Agent eligibility list.
11. Ratify the Commission's letter to Deandria Martinez regarding the removal of her name from the Emergency Services Dispatch Supervisor eligibility list.
12. Ratify the Commission's letter to Frederick Wheeler regarding the removal of his name from the Compliance/Audit Agent eligibility list.
13. Ratify the Commission's letter to Nick Aiello regarding the removal of his name from the Police Patrol Officer eligibility list.
14. Ratify the Commission's letter to Rochelle Ellis regarding the removal of her name from the Police Patrol Officer eligibility list.
15. Ratify the Commission's letter to Kiel Petkoff regarding the removal of his name from the Police Patrol Officer eligibility list.

Commission Action: Approve/disapprove all items on the Consent Agenda.

REGULAR AGENDA

1. Submission of the eligible list for Sweeper Operator.

Commission Action: Approve and certify the eligible list for the class title of Sweeper Operator.

2. Submission of the eligible list for Wastewater Operator A.

Commission Action: Approve and certify the eligible list for the class title of Wastewater Operator A.

3. Submission of the eligible list for Sr. Wastewater Treatment Plant Maintenance Mechanic.

Commission Action: Approve and certify the eligible list for the class title of Sr. Wastewater Treatment Plant Maintenance Mechanic.

REGULAR AGENDA

4. Submission of the eligible list for Wastewater SCADA Coordinator.

Commission Action: Approve and certify the eligible list for the class title of Wastewater SCADA Coordinator.

5. Submission of the eligible list for Building & Grounds Maintenance Mechanic-Plumber.

Commission Action: Approve and certify the eligible list for the class title of Building & Grounds Maintenance Mechanic-Plumber.

ADMINISTRATIVE ITEMS

A. Administrative Items.

1. Set the date for the July 2012 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

B. Informational Items.

1. Employee Status Reports for April and May 2012.
2. Handouts

ADJOURN