

# PUEBLO

## CIVIL SERVICE COMMISSION MEETING CITY COUNCIL CHAMBERS

MAY 8, 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, Human Resources Director Marisa Walker, Fire Chief Chris Riley, HR Analyst Manual Alcala, HR Analyst Shelly Carrillo, Civil Service Administrator Toni Selman and Secretary Lynne Huskins.

**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, April 10, 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) – T&E exams were conducted on the two qualified applicants for this position. The eligible list for this position will be signed at this meeting.
- b. Park Caretaker, Senior - (Recruitment due to employee voluntary demotion) –The external recruitment began on April 15, 2012 and ended on May 6, 2012. At the time of this agenda, we had received 12 applications for this position.
- c. Park Maintenance Mechanic - (Recruitment due to employee promotion) – The written examination was held in the on April 16, 2012. All four candidates who were approved passed the exam. The eligible list for this position will be signed at this meeting.

**CIVIL SERVICE COMMISSION MEETING  
MAY 8, 2012  
PAGE TWO**

**CONSENT AGENDA**

**STATUS REPORT OF CURRENT RECRUITMENTS**

- d. Pretreatment Manager - (Recruitment due to employee resignation) – T&E exams were conducted on the three qualified applicants for this position. The eligible list for this position will be signed at this meeting.
- e. Sweeper Operator - (Recruitment due to employee resignation and employee retirement) – Seven persons were approved to take the written exam which was held on May 3, 2012. The tests are currently being scored.
- f. WW Operator A - (Recruitment due to employee resignation) – The external recruitment began on April 15, 2012 and ended on May 6, 2012. At the time of this agenda, we had received 12 applications for this position.
- g. Sr. WWTP Maintenance Mechanic - (Recruitment due to new position in 2012 budget) – The internal recruitment began on April 20, 2012 and ended on May 4, 2012. At the time of this agenda, we had received three applications for this position.
- h. WW SCADA Coordinator - (Recruitment due to employee resignation) – The external recruitment began on April 8, 2012 and ended on April 29, 2012. We received seven applications for this position, and one applicant was qualified. We are currently in the appeal period for rejections for this position.
- i. Building & Grounds Maintenance Mechanic-Plumber - (Recruitment due to employee retirement) –The internal recruitment began on May 3, 2012 and ends on May 17, 2012. At the time of this agenda, we had received no applications for this position.

**COMMUNICATIONS**

- 1. Ratify the Commission's letter to Damon DeCristino regarding the rejection of his objection to allow him to take the Auto Mechanic examination.
- 2. Ratify the Commission's letter to Terry Sanders regarding the removal of his name from the Tax Auditor eligibility list.
- 3. Ratify the Commission's letter to Mindy Duran regarding the removal of her name from the Senior Clerk Typist eligibility list.
- 4. Ratify the Commission's letter to Christina Lovato regarding the removal of her name from the Senior Clerk Typist eligibility list.
- 5. Ratify the Commission's letter to Stephanie Medina regarding the removal of her name from the Senior Clerk Typist eligibility list.
- 6. Ratify the Commission's letter to Darren Percival regarding the removal of his name from the Fire Engineer eligibility list.
- 7. Ratify the Commission's letter to Justina Finn regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

**CIVIL SERVICE COMMISSION MEETING  
MAY 8, 2012  
PAGE THREE**

**CONSENT AGENDA**

**COMMUNICATIONS**

8. Ratify the Commission's letter to Michael Horn regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
9. Ratify the Commission's letter to Katrina Marquez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's letter to Tara Martinez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
11. Ratify the Commission's letter to Patricia Slagel regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
12. Ratify the Commission's letter to Carla Bockla regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
13. Ratify the Commission's letter to Christina Lovato regarding the acceptance of her objection of the removal of her name from the Senior Clerk Typist eligibility list.
14. Ratify the Commission's letter to Ambrosia Metz regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
15. Ratify the Commission's letter to Nick Vargas regarding the removal of his name from the Utility Worker eligibility list.
16. Ratify the Commission's letter to Katrina Marquez regarding the rejection of her objection of the removal of her name from the Emergency Services Dispatcher eligibility list.
17. Ratify the Commission's letter to Megan Kuhn regarding the removal of her name from the Tax Auditor eligibility list.
18. Ratify the Commission's letter to Nicole Christensen regarding the removal of her name from the Tax Auditor eligibility list.
19. Ratify the Commission's letter to Collette Ferguson regarding the removal of her name from the Tax Auditor eligibility list.
20. Ratify the Commission's letter to Tracy Thompson regarding the removal of her name from the Clerk Typist eligibility list.
21. Ratify the Commission's letter to Clyde Vigil regarding the rejection of his objection to allow him to take the Auto Mechanic examination.
22. Ratify the Commission's letter to Kathryn Ware regarding the removal of her name from the Tax Auditor 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.

**CIVIL SERVICE COMMISSION MEETING  
MAY 8, 2012  
PAGE FOUR**

**REGULAR AGENDA**

1. The Civil Service Administrator submitted the eligible list for Pretreatment Manager.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Pretreatment Manager.

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

2. The Civil Service Administrator submitted the eligible list for Park Maintenance Mechanic.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Park Maintenance Mechanic.

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

3. The Civil Service Administrator submitted the eligible list for Automotive Mechanic.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Automotive Mechanic.

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

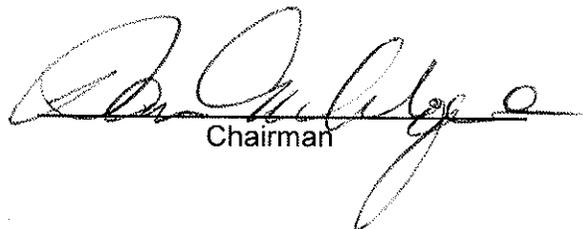
**ADMINISTRATIVE ITEMS**

1. The next regular meeting of the Civil Service Commission was scheduled for June 12, 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 their handouts

**ADJOURN – 5:35 p.m.**

  
Chairman