



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS**

JUNE 12, 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, Acting Human Resources Director Dave Anderson, HR Analyst Manual Alcalá, HR Analyst Shelly Carrillo, 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, May 8, 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. 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.

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CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

- 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.

COMMUNICATIONS

1. Ratify the Commission's letter to Sofia Futty regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
2. Ratify the Commission's letter to Margaret Sanders regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
3. Acknowledge that an irregularity occurred during the administration of the Sweeper Operator written examination and the steps taken to correct that irregularity.
4. Ratify the Commission's letter to Alexander Aragon regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
5. Ratify the Commission's letter to Patricia Slagle regarding the reinstatement of her name to the Emergency Services Dispatcher eligibility list.
6. 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.

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CONSENT AGENDA

COMMUNICATIONS

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

REGULAR AGENDA

1. On behalf of the Civil Service Administrator, the Secretary submitted the eligible list for Sweeper Operator.

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

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

2. On behalf of the Civil Service Administrator, the Secretary submitted the eligible list for Wastewater Operator A.

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

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

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REGULAR AGENDA

3. On behalf of the Civil Service Administrator, the Secretary submitted the eligible list for Sr. Wastewater Treatment Plant Maintenance Mechanic.

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

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

4. On behalf of the Civil Service Administrator, the Secretary submitted the eligible list for Wastewater SCADA Coordinator.

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

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

5. On behalf of the Civil Service Administrator, the Secretary submitted the eligible list for Building & Grounds Maintenance Mechanic-Plumber.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Building & Grounds Maintenance Mechanic-Plumber.

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

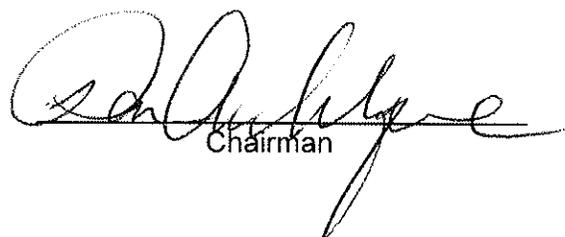
ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for July 10, 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 the Employee Status Reports for April and May 2012.
2. The Commission received their handouts

ADJOURN – 5:41 p.m.


Chairman