



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, March 12, 2024  
11:00AM

## MINUTES

### CALL TO ORDER

Chair Dan Archibeque called the meeting to order at 11: 04 AM.

### ROLL CALL

**Commission Members Present:** Dan Archibeque, Sharon Bonner, Erick Javaneau

**Administrative and Civil Service Staff Members Present:** David Wyatt, Counsel for the Commission; Bella Trujillo, Assistant HR Director; and Manuel Alcala, Civil Service Administrator.

### AMENDMENTS TO THE AGENDA:

To move item #7 of the regular agenda to item #11 of the regular agenda.

### 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 February 13, 2024 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. Submission of the eligible list for Abatement Worker.  
**Commission Action:** Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Abatement Worker.  
**Roll Call:** Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
2. 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.
3. 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.

CIVIL SERVICE COMMISSION MEETING MINUTES  
March 12, 2024

4. Submission of the eligible list for Community Service Officer  
**Commission Action:** Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Community Service Officer.  
**Roll Call:** Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
5. Submission of the eligible list for Grant Coordinator/Financial Empowerment.  
**Commission Action:** Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Grant Coordinator/Financial Empowerment.  
**Roll Call:** Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously.
6. Submission of the eligible list for Mason.  
**Commission Action:** Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Mason.  
**Roll Call:** Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously
7. Submission of the eligible list for Police Patrol Officer.  
**Commission Action:** Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Police Patrol Officer.  
**Roll Call:** Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously
8. Submission of the eligible list for SCADA Administrator.  
**Commission Action:** Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of SCADA Administrator.  
**Roll Call:** Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously
9. Submission of the eligible list for Utility Locate Technician.  
**Commission Action:** Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Utility Locate Technician.  
**Roll Call:** Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously
10. Submission of the eligible list for Wastewater Operator A.  
**Commission Action:** Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Wastewater Operator A.  
**Roll Call:** Ayes- Archibeque, Bonner, Javaneau. Motion carried unanimously
11. Submission of the eligible list for WW Compliance Officer.  
**Commission Action:** Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of WW Compliance Officer.  
**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 March 26, 2024, at 11:00 AM. The meeting will be held in City Council Chambers, 1 City Hall Place (3<sup>rd</sup> floor).

**ADJOURN - 11:30 A.M.**

  
Commission Chair