

PUEBLO



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – INTERIM CITY HALL
301 W. “B” STREET
TUESDAY, SEPTEMBER 18, 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, August 7, 2012.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, August 7, 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. Police Sergeant - (Recruitment required every year per Civil Service Rule 29) - The written examination was held on July 23, 2012. We received six appeals on five questions on the exam. All of the appeals were denied by the testing company. The eligible list for this position will be signed at this meeting.
 - b. Police Patrol Officer - (Recruitment due to anticipated October 2012 Police Academy and anticipated exhaustion of the current eligible list) – The written exam was held on July 30, 2012. There were 130 persons scheduled and 98 appeared to take the exam. All 98 persons passed the exam. The eligible list for this position will be signed at this meeting.
 - c. Wastewater Data Technician- (Recruitment due to anticipated employee promotion) – The written exam was held on August 27, 2012. There were seven persons scheduled and five appeared to take the exam. Two persons passed the exam. The eligible list for this position will be signed at this meeting.

CIVIL SERVICE COMMISSION MEETING
SEPTEMBER 18, 2012
PAGE TWO

CONSENT AGENDA

- d. WWTP Maintenance Mechanic - (Recruitment due to employee promotion) – We received two applications for this position and both were qualified. The Commission approved conducting T&E examinations on these applications. The eligible list for this position will be signed at this meeting.
2. Ratify the Commission's letter to Christopher Obert regarding the placement of his name on the reemployment lists for Firefighter and Emergency Medical Officer.
3. Ratify the Commission's letter to Cliff Adams regarding the placement of his name on the reemployment list for Parking Enforcer.
4. Ratify the Commission's letter to James Martin regarding his appeal of the reading list for Police Sergeant.
5. Ratify the Commission's letter to Seth Shelton regarding the rejection of his objection to have his name returned to the Police Patrol Officer eligible list.
6. Ratify the Commission's letter to Matilda Ahkeah regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
7. Ratify the Commission's letter to Denise Encinias regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
8. Ratify the Commission's letter to Paula Hoffman regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
9. Ratify the Commission's letter to Randy Pace regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's letter to Audrey Smith regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
11. Ratify the Commission's letter to Michellé Crawford regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
12. Ratify the Commission's letter to Donna Machado regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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

REGULAR AGENDA

1. Submission of the eligible list for Police Sergeant.

Commission Action: Approve and certify the eligible list for the class title of Police Sergeant.

CIVIL SERVICE COMMISSION MEETING
SEPTEMBER 18, 2012
PAGE THREE

2. Request from Police Chief Luis Velez to schedule the Police Sergeant examination as soon as possible in compliance with Article 35.2 of the IBPO Collective Bargaining Agreement and to waive Civil Service Rule 21 (a) for all applicants with respect to the examination.

Commission Action: Set the date of the Police Sergeant examination. Approve or deny the request to waive Civil Service Rule 21(a).

3. Submission of the eligible list for Police Patrol Officer.

Commission Action: Approve and certify the eligible list for the class title of Police Patrol Officer.

4. Submission of the eligible list for WWTP Maintenance Mechanic.

Commission Action: Approve and certify the eligible list for the class title of WWTP Maintenance Mechanic.

5. Submission of the eligible list for WW Data Technician.

Commission Action: Approve and certify the eligible list for the class title of WW Data Technician.

ADMINISTRATIVE ITEMS

A. Administrative Items.

1. HR Director Marisa Walker overview/update on the current city-wide hiring freeze.
2. Set the date for the October 2012 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

B. Informational Items.

1. Status Reports for June and July, 2012.
2. Handouts

EXECUTIVE SESSION

1. Convene into executive session for a conference with the City Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b) with respect to jurisdiction of the Commission and timeliness of appeals.

ADJOURN