



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
AUGUST 7, 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, HR Analyst Manual Alcala, 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, July 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. Emergency Services Dispatcher - (Recruitment due to several current vacancies and exhaustion of eligible list) – The performance examination was held on July 9, 2012. Forty six persons were scheduled and 37 appeared to take the exam. Thirty four candidates passed the exam and three failed. The eligible list for this position will be signed at this meeting.

**CIVIL SERVICE COMMISSION MEETING
AUGUST 7, 2012
PAGE TWO**

CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

- b. Fire Captain - (Recruitment required every year per Civil Service Rule 29) –The written exam was held June 26, 2012. Thirteen persons passed the exam and four failed. The eligible list for this position will be signed at this meeting.
- c. Police Sergeant - (Recruitment required every year per Civil Service Rule 29) - The written examination was held on July 23, 2012. Fifty two persons were scheduled and 43 appeared to take the exam. One person passed the exam and 42 failed. We are currently in the appeal/review period.
- d. 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 persons appeared to take the exam. We are currently compiling the scores for this position.
- e. Wastewater Data Technician- (Recruitment due to anticipated employee promotion) – We received 31 applications for this position, and six were approved. We are currently in the appeal period for rejections.
- f. Wastewater Electrical Specialist - (Recruitment due to new position created by ordinance) – A T&E examination was conducted on the one qualified applicant. The eligible list for this position will be signed at this meeting.
- g. WWTP Maintenance Mechanic - (Recruitment due to employee promotion) – The recruitment period began on August 1, 2012 and ends on August 15, 2012. At the time of this agenda, we had received 1 application for this position.

COMMUNICATIONS

- 1. Ratify the Commission's letter to Richard Burns regarding the rejection of his request to administer the Police Patrol Officer examination in Spain.
- 2. Ratify the Commission's letter to Kevin Otto regarding the placement of his name on the reemployment lists for Equipment Operator I, Equipment Operator II, and Utility Worker.
- 3. Ratify the Commission's letter to Melvin Faricy regarding the reinstatement of his name to the Compliance/Audit Agent eligibility list.
- 4. Ratify the Commission's letter to Matthew Alvarado regarding the rejection of his objection to allow him to take the Police Patrol Officer examination.
- 5. Ratify the Commission's letter to Justin Harward regarding the rejection of his objection to allow him to take the Police Patrol Officer examination.
- 6. Ratify the Commission's letter to Toni Selman regarding the placement of her name on the reemployment lists for Web Coordinator, Employment and Benefits Specialist, and Civil Service Administrator.

**CIVIL SERVICE COMMISSION MEETING
AUGUST 7, 2012
PAGE THREE**

CONSENT AGENDA

COMMUNICATIONS

7. Ratify the Commission's letter to Russell Gallegos regarding the removal of his name from the Police Patrol Officer eligibility list.
8. Ratify the Commission's letter to Megan Gillis-Todd regarding the removal of her name from the Police Patrol Officer eligibility list.
9. Ratify the Commission's letter to Shanna Jeske regarding the removal of her name from the Police Patrol Officer eligibility list.
10. Ratify the Commission's letter to Ronda Larson regarding the removal of her name from the Police Patrol Officer eligibility list.
11. Ratify the Commission's letter to Courtney McVey regarding the removal of her name from the Police Patrol Officer eligibility list.
12. Ratify the Commission's letter to Richard Nance regarding the removal of his name from the Police Patrol Officer eligibility list.
13. Ratify the Commission's letter to Seth Shelton regarding the removal of his name from the Police Patrol Officer eligibility list.
14. Ratify the Commission's letter to William Vahidiek regarding the removal of his name from the Police Patrol Officer eligibility list.
15. Ratify the Commission's letter to Dianna Urrea regarding the removal of her name from the Clerk Typist eligibility list.
16. Acknowledge that the testing company discovered an irregularity that occurred during the scoring of the Police Sergeant written examination and the steps taken to correct that irregularity.

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. The Secretary submitted the eligible list for Emergency Services Dispatcher.

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

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

**CIVIL SERVICE COMMISSION MEETING
AUGUST 7, 2012
PAGE FOUR**

REGULAR AGENDA

2. The Secretary submitted the eligible list for Fire Captain.

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

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

3. The Secretary submitted the eligible list for Wastewater Electrical Specialist.

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

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 September 18, 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 – 5:40 p.m.


Chairman