



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Thursday, November 21, 2024
11:00AM

MINUTES

CALL TO ORDER

Commission Chair Dan Archibeque called the meeting to order at 11:01 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 and Serena Knox, Interim Civil Service Administrator.

AMENDMENTS TO THE AGENDA: Yes

Pull item #1 from the Regular Agenda to be postponed for a later date, along with item # 17 which is the certification list.

Add the appeal from Ezekial Wojtkowiak as item #22 to 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 October 17, 2024 meeting as distributed.

Roll Call: Ayes: Archibeque, Bonner, Javaneau. Motion carried unanimously.

REGULAR AGENDA

1. Review the appeal submitted by Daniel Arellano, relating to the scoring and ranking of their Parks Area Crew Leader exam.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to postpone until a later date

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

2. Review the appeal submitted by Quinten-Riley Clements, relating to the rejection of their Police Patrol Officer application.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Administrator and the appeal is rejected, as set forth in the staff report. The staff report and the Commission's review of the background information has been made part of the record in this matter.

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

3. Review the appeal submitted by Nicholas Cornejo, relating to the removal of their nFiamé from the Police Patrol Officer eligible list.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Administrator and the appeal is rejected, as set forth

CIVIL SERVICE COMMISSION MEETING MINUTES
November 21, 2024

in the staff report. The staff report and the Commission's review of the background information has been made part of the record in this matter.

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

4. Review the appeal submitted by Katherine Draper, relating to the removal of their name from the Police Patrol Officer eligible list.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Administrator and the appeal is rejected, as set forth in the staff report. The staff report and the Commission's review of the background information has been made part of the record in this matter.

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

5. Review the appeal submitted by Alena Gaze, relating to the removal of their name from the Police Patrol Officer eligible list.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Administrator and the appeal is rejected, as set forth in the staff report. The staff report and the Commission's review of the background information has been made part of the record in this matter.

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

6. Review the appeal submitted by Luke McClure, relating to the removal of their name from the Police Patrol Officer eligible list.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Administrator and the appeal is rejected, as set forth in the staff report. The staff report and the Commission's review of the background information has been made part of the record in this matter.

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

7. Review the appeal submitted by Andrea Portillo-Diaz, relating to the removal of their name from the Emergency Services Dispatcher eligible list.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Administrator and the appeal is rejected, as set forth in the staff report. The staff report and the Commission's review of the background information has been made part of the record in this matter.

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

8. Review the appeal submitted by Catherine Ricci, relating to the removal of their name from the Emergency Services Dispatcher eligible list.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Administrator and the appeal is rejected, as set forth in the staff report. The staff report and the Commission's review of the background information has been made part of the record in this matter.

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

9. Review the appeal submitted by Christian Valdes, relating to the rejection of their Office Assistant application.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Administrator and the appeal is rejected, as set forth in the staff report. The staff report and the Commission's review of the background information has been made part of the record in this matter.

CIVIL SERVICE COMMISSION MEETING MINUTES
November 21, 2024

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

10. Submission of the eligible list for Accountant I.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Accountant I.

Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.

11. Submission of the eligible list for Associate Engineer I.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Associate Engineer I.

Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.

12. Submission of the eligible list for Auto Mechanic.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Auto Mechanic.

Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.

13. Submission of the eligible list for CIRV Project Manager.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of CIRV Project Manager.

Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.

14. 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.

15. Submission of the eligible list for Court Technician.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Court Technician.

Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.

16. Submission of the eligible list for Media Systems Administrator.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Media Systems Administrator).

Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.

17. Submission of the eligible list for Parks Area Crew Leader.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to postpone until a later date.

Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.

18. Submission of the eligible list for Police Patrol Officer (Entry Level).

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Police Patrol Officer (Entry Level).

Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.

19. Submission of the eligible list for Police Patrol Officer (POST Certified).

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Police Patrol Officer (POST Certified).

CIVIL SERVICE COMMISSION MEETING MINUTES
November 21, 2024

Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.

20. Submission of the eligible list for Streets Maintenance Supervisor.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Streets Maintenance Supervisor.

Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.

21. Submission of the eligible list for Tax Compliance Technician.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Tax Compliance Technician.

Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously

22. Review the appeal submitted by Ezekial Wojtkowiak, relating to the rejection of their Office Assistant application.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Administrator and the appeal is rejected, as set forth in the staff report. The staff report and the Commission's review of the background information has been made part of the record in this matter.

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

ADMINISTRATIVE ITEMS

1. **Serena gave an update on the status of the remote proctoring service of the former vendor Examity and the new vendor TestGenius. Serena spoke of the upcoming transition to TestGenius to proctor all of the civil service remote exams. No dates have been confirmed as of this date, but Serena will make it a priority to follow up with TestGenius to get a exact date for the integration.**
2. **Employee hearing date scheduled for 11-26-2024.**
3. **The date for the next regularly scheduled meeting will be December 19, 2024.**

ADJOURN - 11:55 A.M.


Commission Chair