



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Thursday, December 19, 2024
11:00AM

MINUTES

CALL TO ORDER

Commission Chair Dan Archibeque called the meeting to order at 11:00 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, Marisa Pacheco, HR Director, and Serena Knox, Interim Civil Service Administrator.

AMENDMENTS TO THE AGENDA: Yes

Add the ratification of the Commission’s decision to conduct a Training and Experience exam for the Civil Engineer – Wastewater to the Consent Agenda as item #6.

Add the ratification of the Commission’s decision to conduct a Training and Experience exam for the Auto Mechanic to the Consent Agenda as item #7.

Add the submission of the eligible list for the Civil Engineer – Wastewater to the Regular Agenda as item #20.

Add the submission of the eligible list for the Auto Mechanic to the Regular Agenda as item #21.

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 November 21, 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 approve the recommendation of the Interim Civil Service Administrator and the appeal was 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.

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2. Review the appeal submitted by Stephen Cervi, relating to the scoring and ranking of their Assistant Fire Chief examination.
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the recommendation of the Interim 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 Mohammad Curtis, relating to the rejection of their application for the Utility Worker exam.
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the recommendation of the Interim Civil Service Administrator and the appeal is approved, 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
4. Review the appeal submitted by Kehlen Kirby, Shawn Kingrey, William Lewis, Benjamin Naples, Paul Rohman, and Ivan Rudyk, relating to the scoring and ranking of their Fire Lieutenant examination.
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the recommendation of the Interim Civil Service Administrator and the appeal is approved for questions 001 and 049 only, 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 Michael Martinez, relating to the rejection of their Police Patrol Officer exam application.
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the recommendation of the Interim 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 John Shadel, relating to the rejection of their Utility Worker exam application.
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the recommendation of the Interim 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. 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.

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8. Submission of the eligible list for Assistant Accounting Manager.
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Assistant Accounting Manager.
Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.
9. Submission of the eligible list for Assistant Fire Chief.
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Assistant Fire Chief.
Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.
10. Submission of the eligible list for Emergency Services Dispatcher.
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Emergency Services Dispatcher.
Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.
11. Submission of the eligible list for Fire Lieutenant.
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Fire Lieutenant.
Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.
12. Submission of the eligible list for Horticulture Specialist.
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Horticulture Specialist.
Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.
13. Submission of the eligible list for Office Assistant.
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Office Assistant.
Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.
14. Submission of the eligible list for Parks Area Crew Leader.
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Parks Area Crew Leader.
Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.
15. Submission of the eligible list for Permit Compliance Specialist-Stormwater
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Permit Compliance Specialist-Stormwater
Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.
16. 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.
17. Submission of the eligible list for Police Patrol Officer (Academy Student).
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Police Patrol Officer (Academy Student).
Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.

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

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).

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

19. Vote to approve the Commissioner’s decision regarding the hearing for Melanie Turner.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the decision made from Commissioner’s.

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

20. 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

21. 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

ADMINISTRATIVE ITEMS

1. **Serena gave an update on the status of the remote proctoring service of the new vendor TestGenius. Serena spoke of the smooth transition to TestGenius to proctor all of the civil service remote exams.**
2. **The date for the next regularly scheduled meeting will be January 16, 2025.**

ADJOURN – 11:59 A.M.



Commission Chair