



SPECIAL CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Thursday, April 17, 2025
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.

Administrative and Civil Service Staff Members Present: Harley Gifford, Counsel for the Commission, Bella Trujillo, Assistant HR Director, and Serena Knox, Interim Civil Service Administrator.

AMENDMENTS TO THE AGENDA: No

READING AND APPROVAL OF MINUTES

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to dispense with the reading and approve the minutes for the March 20, 2025 meeting as distributed.

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

REGULAR AGENDA

1. Review the appeal submitted by Jose Arebalo, relating to the removal of their name from the Police Patrol Officer eligibility list.

Commission Action: Mr. Archibeque 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. Motion carried unanimously.

2. Review the appeal submitted by Brendan Morris, relating to the removal of their name from the Police Patrol Officer eligibility list.

Commission Action: Mr. Archibeque 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. Motion carried unanimously.

3. Review the appeal submitted by Irasema Najera, relating to the rejection of their application for the Administrative Technician examination.

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Commission Action: Mr. Archibeque 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. Motion carried unanimously.

4. Submission of the eligible list for Emergency Services Dispatcher.

Commission Action: Mr. Archibeque 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. Motion carried unanimously.

5. Submission of the eligible list for Police Patrol Officer (Entry Level – 2503).

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Police Patrol Officer (Entry Level – 2503)

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

6. Submission of the eligible list for Police Patrol Officer (LEA-2503).

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Police Patrol Officer (LEA-2503).

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

7. Submission of the eligible list for Police Patrol Officer (POST-2503)

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Police Patrol Officer (POST-2503).

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

8. Submission of the eligible list for Senior Tax Auditor.

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Senior Tax Auditor.

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

9. Hearing for Anita Lucero, related to the candidate selection for the Lead Court Technician position.

Executive Session: 12:10PM

Commission Action: Mr. Archibeque seconded by Ms. Bonner, moved to deny the appeal.

ADMINISTRATIVE ITEMS

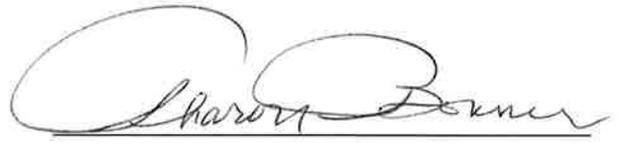
1. Recruitment Proposal/Procedure for Civil Service Administrator.

Serena presented the Commission with a proposal to establish a procedure on recruiting for a Civil Service Administrator. The commissioners are not comfortable with excluding the Civil Service Staff from the recruitment process. Serena stated she will try to put together another proposal for the Commission.

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2. The date for the next regularly scheduled meeting will be May 15, 2025.

ADJOURN - 12:34 P.M.



Commission Chair

