



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Thursday, August 21, 2025
11:00AM

MINUTES

CALL TO ORDER

Commission Vice Chair Sharon Bonner called the meeting to order at 11:20 AM.

ROLL CALL

Commission Members Present: Sharon Bonner, Erick Javaneau.

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

AMENDMENTS TO THE AGENDA: Yes

The review of the appeal for Ryan Bender has been added to the Regular Agenda as item #2.

The review of the appeal for Melanie Turner has been added to the Regular agenda as item #10.

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 July 17, 2025, meeting as distributed.

Commission Action: Mr. Javaneau, seconded by Ms. Bonner, moved to dispense with the reading and approve the minutes for the August 6, 2025, meeting as distributed.

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

REGULAR AGENDA

1. Review the decision letter for Jude Nkorabyona following the hearing dated August 6, 2025.
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the decision letter as presented. This information has been made part of the record in this matter.
Roll Call: Ayes- Bonner, Javaneau. Motion carried unanimously.
2. Review the appeal submitted by Ryan Bender, relating to the rejection of their application for the Facilities Maintenance Technician exam.
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to set this for a formal hearing at a later date.
Roll Call: Ayes- Bonner, Javaneau. Motion carried unanimously.

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3. Review the appeal submitted by Kenneth Bowman, relating to the removal of their name from the Equipment Operator IV eligible list.
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the recommendation of the Civil Service Analyst and the appeal was 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- Bonner, Javaneau. Motion carried unanimously.
4. Review the appeal submitted by Seth Bradley, relating to the rejection of their application for the Police Patrol Officer 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- Bonner, Javaneau. Motion carried unanimously.
5. Review the appeal submitted by Austin LeFebre, relating to the conduct of the Firefighter exam.
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the recommendation of the Interim Civil Service Administrator and the appeal was 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- Bonner, Javaneau. Motion carried unanimously.
6. Review the appeal submitted by Jeffrey Loop, relating to the rejection of their application for the Police Patrol 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- Bonner, Javaneau. Motion carried unanimously.
7. Review the appeal submitted by Ivana Percival, relating to the rejection of their application for the Police Payroll Technician 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- Bonner, Javaneau. Motion carried unanimously.
8. Review the appeal submitted by Jesse Razo, relating to the rejection of their application for the Court Technician 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- Bonner, Javaneau. Motion carried unanimously.

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9. Review the appeal submitted by Michael Seybold, relating to the removal of their name from the Community Service Officer eligible list.
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the recommendation of the Interim Civil Service Administrator and the appeal was 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- Bonner, Javaneau. Motion carried unanimously.
10. Review the appeal submitted by Melanie Turner, relating to the rejection of their application for the Engineering Manager 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- Bonner, Javaneau. Motion carried unanimously.
11. Review the appeal submitted by Leah Urrutia, relating to the rejection of their application for the Police Payroll Technician 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- Bonner, Javaneau. Motion carried unanimously.
12. 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 – Bonner, Javaneau. Motion carried unanimously.
13. Submission of the eligible list for Equipment Operator II.
Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Equipment Operator II.
Roll Call: Ayes – Bonner, Javaneau. Motion carried unanimously.
14. Submission of the eligible list for Firefighter (pending appeal decision).
Commission Action: Mr. Javaneau seconded by Ms. Bonner moved to postpone certifying the eligible list for the class title of Firefighter.
Roll Call: Ayes – Bonner, Javaneau. Motion carried unanimously.
15. Submission of the eligible list for Police Captain.
Commission Action: Mr. Javaneau seconded by Ms. Bonner moved to approve and certify the eligible list for the class title of Police Captain.
Roll Call: Ayes – Bonner, Javaneau. Motion carried unanimously.
16. Submission of the eligible list for Police Patrol Officer (Entry Level-2506b)
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-2506b).
Roll Call: Ayes – Bonner, Javaneau. Motion carried unanimously.

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17. Submission of the eligible list for Police Patrol Officer (POST-2506b)
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-2506b).
Roll Call: Ayes –Bonner, Javaneau. Motion carried unanimously.
18. Submission of the eligible list for Real Time Crime Center Technician.
Commission Action: Mr. Javaneau seconded by Ms. Bonner moved to approve and certify the eligible list for the class title of Real Time Crime Center Technician.
Roll Call: Ayes – Bonner, Javaneau. Motion carried unanimously.

ADMINISTRATIVE ITEMS

1. **Announcement of the new Civil Service Administrator.** The Chief of Staff, Brian McCain, introduced himself to the Commission and gave a short informational on the resignation of Manuel Alcala and the steps that were taken to fill the position of the Civil Service Administrator. He stated that there was a recruitment, interviews, and a selection of the new Civil Service Administrator. He then introduced Karen Willson as the new Administrator effective September 8, 2025.
Karen Willson introduced herself to the Commission and expressed how she is excited to join the team and work with all involved.
2. **The date for the next regularly scheduled meeting will be September 18, 2025.**

ADJOURN – 11:49 A.M.


Commission Chair