

PUEBLO

CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – INTERIM CITY HALL
301 W. “B” STREET
TUESDAY, NOVEMBER 13, 2012
5:30 PM

Individuals Requiring Special Accommodations Should Notify the Civil Service Commission Office (719) 553-2635 by Noon on the Monday Preceding the Meeting.

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Thursday, October 11, 2012.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Thursday, October 11, 2012 as distributed.

CONSENT AGENDA

The following items are considered to be routine by the Civil Service Commission and will be passed and approved by one motion. There will be no separate discussion of these items unless a Commissioner so requests; in which event, the item shall be removed and considered as a regular item.

1. Receive and file the following status reports on current recruitments:
 - a. Assistant Fire Chief - (Recruitment required every year per Civil Service Rule 29) – The written examination was held on October 18, 2012. All five persons scheduled appeared to take the exam. Three persons passed the exam and two persons failed. The eligible list for this position will be signed at this meeting.
 - b. Emergency Services Dispatch Supervisor - (Recruitment due to employee promotion) – The written examination was held on October 25, 2012. All five persons scheduled appeared to take the exam and all passed. The eligible list for this position will be signed at this meeting.
 - c. Police Sergeant- (Recruitment due to request from City Manager for new eligible list) – Internal recruitment began on September 23, 2012 and ended on October 14, 2012. We received 53 applications and all were approved. The written examination will be held on November 29, 2012.
 - d. Lab Analyst II - (Recruitment due to new position created by Ordinance) – Internal recruitment began on October 16, 2012 and ended on October 30, 2012. A T&E exam was conducted on the only application received. The eligible list for this position will be signed at this meeting.

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CONSENT AGENDA

2. Ratify the Commission's letter to Yolanda Justice regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
3. Ratify the Commission's letter to Patricia Slagle regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
4. Ratify the Commission's letter to Margie Wyatt regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
5. Ratify the Commission's letter to Terri Borrego-Lopez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
6. Ratify the Commission's letter to Joshua Ewing regarding the placement of his name on the re-employment lists for Equipment Operator I and Utility Worker.
7. Ratify the Commission's letter to Xandria Cordova regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
8. Ratify the Commission's letter to Christopher DeLuca regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
9. Ratify the Commission's letter to Nicole Granato regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's letter to Brianna Johnson regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
11. Ratify the Commission's letter to Elizabeth Sequeira regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
12. Ratify the Commission's letter to Barbara Valdez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
13. Ratify the Commission's letter to Richard Thorn regarding the removal of his name from the Utility Worker eligibility list.

Commission Action: Approve/disapprove all items on the Consent Agenda.

REGULAR AGENDA

1. Review of Michelle Herrera's appeal of her removal from the eligibility list for Emergency Services Dispatcher.

Commission Action: Approve/disapprove or set the matter for formal hearing.

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REGULAR AGENDA

2. Submission of the eligible list for Assistant Fire Chief.

Commission Action: Approve and certify the eligible list for the class title of Assistant Fire Chief.

3. Submission of the eligible list for Emergency Services Dispatch Supervisor.

Commission Action: Approve and certify the eligible list for the class title of Emergency Services Dispatch Supervisor.

4. Submission of the eligible list for Lab Analyst II.

Commission Action: Approve and certify the eligible list for the class title of Lab Analyst II.

ADMINISTRATIVE ITEMS

A. Administrative Items.

1. Set the date for the December 2012 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

B. Informational Items.

1. Status Report for September, 2012.
2. Handouts

ADJOURN