



**CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS  
OCTOBER 11, 2012  
5:30 P.M.**

**MINUTES**

**CALL TO ORDER**

Chairman Dan Archibeque called the Civil Service Commission Meeting to order.

**ROLL CALL**

**Commission Members Present:** Dan Archibeque, Guy Kennedy, Sharon Bonner

**Administrative and Civil Service Staff Members Present:** Counsel for the Commission Robert Jagger, Human Resources Director Marisa Walker, Fire Chief Chris Riley, HR Analyst Shelly Carrillo and Interim Civil Service Administrator Lynne Huskins.

**Other Interested Parties:** None.

**AMENDMENTS TO AGENDA**

Mr. Archibeque asked if there were any amendments to the agenda. None were voiced.

**READING AND APPROVAL OF MINUTES**

Mr. Kennedy seconded by Ms. Bonner moved to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, September 18, 2012 as distributed.

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

**CONSENT AGENDA**

**STATUS REPORT OF CURRENT RECRUITMENTS**

The Commission received and filed the following status report on current recruitments:

- a. Assistant Fire Chief - (Recruitment required every year per Civil Service Rule 29) – Internal recruitment began on September 13, 2012 and ended on October 4, 2012. We received five applications and all were accepted. The written examination will be held on October 18, 2012.
- b. Emergency Services Dispatch Supervisor - (Recruitment due to employee promotion) – Internal recruitment began on September 25, 2012 and ended on October 9, 2012. At the time of this agenda, we had received one application. The written examination will be held on October 25, 2012.

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**CONSENT AGENDA**

**STATUS REPORT OF CURRENT RECRUITMENTS**

- c. Police Sergeant- (Recruitment due to request from City Manager for new eligible list) – Internal recruitment began on September 23, 2012 and ends on October 14, 2012. At the time of this agenda, we had received 37 applications. The written examination will be held on November 29, 2012.

**COMMUNICATIONS**

1. Ratify the Commission's letter to Amber Thomas regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
2. Ratify the Commission's letter to Bryon Bowers regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
3. Ratify the Commission's letter to Marlo Baca regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
4. Ratify the Commission's letter to Melissa Bowden regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
5. Ratify the Commission's letter to Linda Garcia regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
6. Ratify the Commission's letter to Michelle Herrera regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
7. Ratify the Commission's letter to Nicole Vander Kooy regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
8. Ratify the Commission's letter to Lorie Pastore regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
9. Ratify the Commission's letter to Bernard Whitney regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's letter to David Woods regarding his proposal for a change to Civil Service Rule 21 (b).

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve all items on the Consent Agenda.

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

**REGULAR AGENDA**

There were no Regular Agenda items.

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**ADMINISTRATIVE ITEMS**

1. The next regular meeting of the Civil Service Commission was scheduled for November 13, 2012 at 5:30 p.m. The meeting will be held in the interim City Council Chambers, 301 W. "B" Street.

**INFORMATIONAL ITEMS**

1. The Commission received the Status Report for August, 2012

**ADJOURN – 5:33 p.m.**



Chairman