



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Thursday, November 20, 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, Erick Javaneau.

Administrative and Civil Service Staff Members Present: Laura Portis, Counsel for the Commission, Serena Knox, HR Analyst II, and Karen Willson, Civil Service Administrator.

AMENDMENTS TO THE AGENDA: No

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 October 16, November 3, and November 13, 2025, meeting as distributed.

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

REGULAR AGENDA

1. Review the appeal submitted by Christopher Gutierrez, relating to the rejection of their application for the Police Patrol Officer examination.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the recommendation of the 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.

2. 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.

3. Submission of the eligible list for Code Enforcement Manager.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Code Enforcement Manager.

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

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4. Submission of the eligible list for Construction Manager
Commission Action: Mr. Javaneau seconded by Ms. Bonner moved to postpone certifying the eligible list for the class title of Construction Manager.
Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.
5. Submission of the eligible list for Laboratory Pretreatment Specialist.
Commission Action: Mr. Javaneau seconded by Ms. Bonner moved to approve and certify the eligible list for the class title of Laboratory Pretreatment Specialist.
Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.
6. Submission of the eligible list for Painter.
Commission Action: Mr. Javaneau seconded by Ms. Bonner moved to approve and certify the eligible list for the class title of Painter.
Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.
7. Submission of the eligible list for Police Patrol Officer (Entry Level-2509)
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-2509).
Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.
8. Submission of the eligible list for Police Patrol Officer (LEA-2509)
Commission Action: Mr. Javaneau seconded by Ms. Bonner moved to approve and certify the eligible list for the class title of Police Patrol Officer (LEA-2509).
Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.
9. Submission of the eligible list for Police Patrol Officer (POST-2509).
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-2509).
Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.
10. Submission of the eligible list for Senior Office Assistant.
Commission Action: Mr. Javaneau seconded by Ms. Bonner moved to approve and certify the eligible list for the class title of Senior Office Assistant.
Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.
11. Submission of the eligible list for Shops Supervisor.
Commission Action: Mr. Javaneau seconded by Ms. Bonner moved to approve and certify the eligible list for the class title of Shops Supervisor.
Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.
12. Submission of the eligible list for Tax Compliance Technician.
Commission Action: Mr. Javaneau seconded by Ms. Bonner moved to approve and certify the eligible list for the class title of Tax Compliance Technician.
Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.
13. Submission of the eligible list for WWTP Laboratory Supervisor.
Commission Action: Mr. Javaneau seconded by Ms. Bonner moved to approve and certify the eligible list for the class title of WWTP Laboratory Supervisor.
Roll Call: Ayes – Archibeque, Bonner, Javaneau. Motion carried unanimously.

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ADMINISTRATIVE ITEMS

1. The date for the next regularly scheduled meeting will be December 18, 2025.

ADJOURN - 11:16 A.M.


Commission Chair