



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
NOVEMBER 13, 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, Police Chief Luis Velez, Fire Chief Chris Riley, HR Analyst Manual Alcala, HR Analyst Shelly Carrillo, Interim Civil Service Administrator Lynne Huskins, and Secretary Melissa Lillard.

Other Interested Parties: Dispatch Manager Laura Wittrup, Emergency Services Dispatcher Candidate Michelle Herrera.

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 Thursday, October 11, 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) – 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.

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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 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.

COMMUNICATIONS

1. Ratify the Commission's letter to Yolanda Justice regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
2. Ratify the Commission's letter to Patricia Slagle regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
3. Ratify the Commission's letter to Margie Wyatt regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
4. Ratify the Commission's letter to Terri Borrego-Lopez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
5. 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.
6. Ratify the Commission's letter to Xandria Cordova regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
7. Ratify the Commission's letter to Christopher DeLuca regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
8. Ratify the Commission's letter to Nicole Granato regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
9. Ratify the Commission's letter to Brianna Johnson regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's letter to Elizabeth Sequeira regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
11. Ratify the Commission's letter to Barbara Valdez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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CONSENT AGENDA

COMMUNICATIONS

12. Ratify the Commission's letter to Richard Thorn regarding the removal of his name from the Utility Worker eligibility list.

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

1. The Commission reviewed Michelle Herrera's appeal of her removal from the eligibility list for Emergency Services Dispatcher. Ms. Herrera was present, and after being sworn in by Mr. Jagger addressed the Commission. She stated she was being honest on her application and during all phases of the interview process including the polygraph and psychological exams. She may have misread the question on the application that pertained to drug usage, but was not trying to be deceitful. She indicated has not used any drugs in the last two years and has no intention of ever using them again. Ms. Herrera said she does not want this mistake to be used against her. She would like the chance to prove she is honest, loyal and dependable.

Chairman Archibeque asked if Ms. Herrera had reviewed the summary reports from her polygraph and psychological evaluations, because she seemed to be targeting only one area of concern that led to her removal. Ms. Herrera said she had not reviewed these documents. At this time, she was provided with the summary reports from her polygraph and psychological evaluations. Mr. Jagger told Ms. Herrera that the Commission will call her back for further discussion once she has reviewed the reports.

Police Chief Luis Velez was present, and after being sworn in by Mr. Jagger addressed the Commission. Chief Velez stated he sent a letter to Human Resources asking for Ms. Herrera's removal. His decision was predicated on the issue of marijuana use in the last two years, but that was not the only thing that factored into his decision. There were also issues regarding dependability and compliance with rules and policy, job performance problems, recent financial problems, problems with integrity and compliance with laws, and instances where Ms. Herrera exercised poor judgment and self control. The totality of the different dimensions of the polygraph and psychological evaluations coupled with the marijuana usage within the last two years was the reason why he made the decision to disqualify her from being an Emergency Services Dispatcher.

After having the opportunity to review the summary reports from her polygraph and psychological evaluations, Ms. Herrera again addressed the Commission. She attempted to explain all of the issues and concerns that were outlined in Chief Velez's comments and in the summary reports that were provided to her.

Chairman Archibeque addressed Ms. Herrera and said he wanted her to review the summary reports because it seemed like she was focused on just one area of concern when there more issues that led to her removal. He wanted to be fair to her and make sure she understood all of the issues that were addressed in this removal decision. Ms. Herrera stated the letter she received said she was removed for substance abuse problems and integrity issues. Chairman Archibeque said the letters that are sent out have to cover a lot of different areas so, unfortunately, they cannot be as

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REGULAR AGENDA

specific as the Commission would like. He reiterated that he had wanted to give her the opportunity to talk about all the issues. Ms. Herrera thanked the Commission.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to disapprove Ms. Herrera's appeal.

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

2. The Interim Civil Service Administrator submitted the eligible list for Assistant Fire Chief.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Assistant Fire Chief.

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

3. The Interim Civil Service Administrator submitted the eligible list for Emergency Services Dispatch Supervisor.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Emergency Services Dispatch Supervisor.

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

4. The Interim Civil Service Administrator submitted the eligible list for Lab Analyst II.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Lab Analyst II.

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

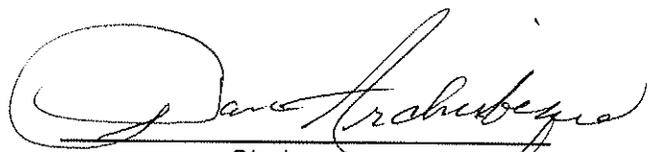
ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for December 11, 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 September, 2012.
2. The Commission received their handouts

ADJOURN – 5:56 p.m.


Chairman
