



**CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS  
JANUARY 8, 2013  
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.

**ELECTION OF OFFICERS**

Guy Kennedy moved and Sharon Bonner seconded the motion to elect Dan Archibeque as Chairman.

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

Guy Kennedy moved and Dan Archibeque seconded the motion to elect Sharon Bonner as Vice Chairwoman.

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

**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, December 11, 2012 as distributed.

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

**CIVIL SERVICE COMMISSION MEETING  
JANUARY 8, 2013  
PAGE TWO**

**CONSENT AGENDA**

**STATUS REPORT OF CURRENT RECRUITMENTS**

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

- a. Police Sergeant- (Recruitment due to request from City Manager for new eligible list) – The written examination was held on November 29, 2012. Forty eight persons took the exam, and 11 passed. We received six appeals on five questions. The testing company is currently in the process of reviewing these appeals.

**COMMUNICATIONS**

1. Ratify the Commission's letter to Joshua Ocana regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
2. Ratify the Commission's letter to Lauren Micir regarding the removal of her name from the Planner eligibility list.
3. Ratify the Commission's letter to David Stallworth regarding the removal of his name from the Planner eligibility list.
4. Ratify the Commission's letter to Chelsey Burgess regarding the removal of her name from the Police Patrol Officer eligibility list.
5. Ratify the Commission's letter to Antonio Cano regarding the removal of his name from the Police Patrol Officer eligibility list.
6. Ratify the Commission's letter to Johnathon Colvin regarding the removal of his name from the Police Patrol Officer eligibility list.
7. Ratify the Commission's letter to Keith Ervin regarding the removal of his name from the Police Patrol Officer eligibility list.
8. Ratify the Commission's letter to Anthony Etienne regarding the removal of his name from the Police Patrol Officer eligibility list.
9. Ratify the Commission's letter to Linda Garcia regarding the removal of her name from the Police Patrol Officer eligibility list.
10. Ratify the Commission's letter to Chase Gordon regarding the removal of his name from the Police Patrol Officer eligibility list.
11. Ratify the Commission's letter to Philip Gurule regarding the removal of his name from the Police Patrol Officer eligibility list.
12. Ratify the Commission's letter to Jason Hanratty regarding the removal of his name from the Police Patrol Officer eligibility list.
13. Ratify the Commission's letter to Andrew Hesse regarding the removal of his name from the Police Patrol Officer eligibility list.

**CIVIL SERVICE COMMISSION MEETING  
JANUARY 8, 2013  
PAGE THREE**

**CONSENT AGENDA**

**COMMUNICATIONS**

14. Ratify the Commission's letter to April Hove regarding the removal of her name from the Police Patrol Officer eligibility list.
15. Ratify the Commission's letter to Shane Keith regarding the removal of his name from the Police Patrol Officer eligibility list.
16. Ratify the Commission's letter to Victoria Padilla regarding the removal of her name from the Police Patrol Officer eligibility list.
17. Ratify the Commission's letter to Daniel Parry regarding the removal of his name from the Police Patrol Officer eligibility list.
18. Ratify the Commission's letter to Shane Sperry regarding the removal of his name from the Police Patrol Officer eligibility list.
19. Ratify the Commission's letter to Megan Swenning regarding the removal of her name from the Police Patrol Officer eligibility list.
20. Ratify the Commission's letter to Kelly Willis-Martin regarding the removal of her name from the Planner eligibility list.
21. Ratify the Commission's letter to Weston Burrer regarding the removal of his name from the Planner eligibility list.
22. Ratify the Commission's letter to Hiroko Tachibana regarding the removal of his name from the Planner eligibility list.
23. Ratify the Commission's letter to Angelo Aires regarding the removal of his name from the Police Patrol Officer eligibility list.
24. Ratify the Commission's letter to Stacy Grant regarding the removal of her name from the Police Patrol Officer eligibility list.
25. Ratify the Commission's letter to Paul Kahler regarding the removal of his name from the Police Patrol Officer eligibility list.
26. Ratify the Commission's letter to Patricia Tripp regarding the removal of her name from the Police Patrol Officer eligibility list.
27. Ratify the Commission's letter to Kevin Smith regarding the removal of his name from the Planner eligibility list.

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

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

**CIVIL SERVICE COMMISSION MEETING  
JANUARY 8, 2013  
PAGE FOUR**

**REGULAR AGENDA**

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

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

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

**ADMINISTRATIVE ITEMS**

1. The next regular meeting of the Civil Service Commission was scheduled for February 12, 2013 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 their handouts

**ADJOURN – 5:32 p.m.**

  
Chairman