

PUEBLO

CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – INTERIM CITY HALL
301 W. “B” STREET
TUESDAY, AUGUST 13, 2013
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 Tuesday, July 9, 2013.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, July 9, 2013 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 WWTP Superintendent - (Recruitment due to new position authorized by City Council) – We received four qualified applications for this position. The Commission gave permission, and T&E examinations were conducted. The eligible list for this position will be signed at this meeting.
 - b. Park Caretaker II – Irrigation Specialist - (Recruitment due to vacancy) – We received four applications for this position. The applications are currently being screened.
 - c. Wastewater Utility Worker I - (Recruitment due employee receiving certification) – We received one qualified application for this position. The Commission gave permission, and a T&E examination was conducted. The eligible list for this position will be signed at this meeting.
 - d. Wastewater Utility Worker II - (Recruitment due employee receiving certification) – We received one qualified application for this position. The Commission gave permission, and a T&E examination was conducted. The eligible list for this position will be signed at this meeting.

CIVIL SERVICE COMMISSION MEETING
AUGUST 13, 2013
PAGE TWO

CONSENT AGENDA

- e. Wastewater Utility Worker III - (Recruitment due employee receiving certification) – We received one application for this position which was rejected.
2. Ratify the Commission's letter to Louis Blagg regarding the removal of his name from the Police Patrol Officer eligibility list.
3. Ratify the Commission's letter to Jessica Iles regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
4. Ratify the Commission's letter to Sandra Knezevich regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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

REGULAR AGENDA

1. Request from Stephen Fassi to change the date of the scheduled Fire Captain written examination.

Commission Action: Approve or disapprove the request.

2. Submission of the eligible list for Assistant WWTP Superintendent.

Commission Action: Approve and certify the eligible list for the class title of Assistant WWTP Superintendent.

3. Submission of the eligible list for Wastewater Utility Worker I.

Commission Action: Approve and certify the eligible list for the class title of Wastewater Utility Worker I.

4. Submission of the eligible list for Wastewater Utility Worker II.

Commission Action: Approve and certify the eligible list for the class title of Wastewater Utility Worker II.

ADMINISTRATIVE ITEMS

A. Administrative Items.

1. Set the date for the September 2013 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

B. Informational Items.

1. Employee Status Reports for June and July 2013.
2. Handouts

ADJOURN