

PUEBLO

CIVIL SERVICE COMMISSION MEETING INTERIM CITY COUNCIL CHAMBERS

JULY 9, 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, Sharon Bonner, Guy Kennedy

Administrative and Civil Service Staff Members Present: Counsel for the Commission Robert Jagger, Employee Benefits/Loss Control Manager Dave Anderson, HR Analyst Manuel Alcala, HR Analyst Bella Trujillo, HR Analyst Shelly Carrillo, Interim Civil Service Administrator Lynne Huskins and Secretary Melissa Lillard.

Other Interested Parties: Emergency Medical Officer Steve Fassi.

AMENDMENTS TO AGENDA

Mr. Archibeque asked if there were any amendments to the agenda. Mr. Jagger informed the Commission that Mr. Steve Fassi, Emergency Medical Officer, submitted a written request just prior to the meeting to have an item added to tonight's agenda. Mr. Jagger addressed Mr. Fassi by saying that amendments to the agenda after publishing can sometimes be granted if there is just cause and it causes no harm. Mr. Fassi's request deals with the setting of an examination date. Mr. Jagger said there may be other parties affected by this request who are not present at this meeting. He advised Mr. Fassi that he may wish to revise his requested examination date so, should his request be approved, the Commission would be able to adhere to the two month advance notice of examination. By placing the request on the agenda for the next Civil Service Commission meeting, notice could be given that the Commission will be discussing this matter, and any interested parties could attend the meeting at that time.

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, May 14, 2013 as distributed.

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

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CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

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

- a. Wastewater Operator A - (Recruitment due to employee retirement) – 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.

COMMUNICATIONS

1. Ratify the Commission's letter to Veronica Jaramillo regarding the removal of her name from the Clerk Typist eligibility list.
2. Ratify the Commission's letter to Kristie Nuschy regarding the removal of her name from the Clerk Typist eligibility list.
3. Ratify the Commission's letter to Placida Padilla regarding the removal of her name from the Clerk Typist eligibility list.
4. Ratify the Commission's letter to Krista Coffee regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
5. Ratify the Commission's letter to Kristi Nellor regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
6. Ratify the Commission's letter to Andrew Walton regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
7. Ratify the Commission's letter to Tiffany Bonfiglio regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
8. Ratify the Commission's letter to Lynette Calkins regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
9. Ratify the Commission's letter to Mary DiBeneditto regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's letter to Joanne Pope regarding the removal of her name from the Emergency Services Dispatcher 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.

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REGULAR AGENDA

1. The Interim Civil Service Administrator submitted the eligible list for Wastewater Operator A.

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

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

2. Hearing on the appeal of Anthony Guerrero regarding his disciplinary action. Mr. Jagger asked that the record reflect that today the Commission staff received a request from a representative of Mr. Guerrero requesting that the matter be continued at this time. Mr. Jagger also asked that the record reflect that neither party is present at this hearing.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve the request to continue the hearing.

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 August 13, 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 the Employee Status Report for May 2013.

ADJOURN – 5:38 p.m.


Chairman