



**CIVIL SERVICE COMMISSION MEETING
INTERIM CITY COUNCIL CHAMBERS
AUGUST 13, 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, Human Resources Director Marisa Pacheco, HR Analyst Manuel Alcala, HR Analyst Shelly Carrillo, Interim Civil Service Administrator Lynne Huskins and Secretary Melissa Lillard.

Other Interested Parties: Emergency Medical Officer Jim Riddell, two unidentified members of the Fire Department.

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, July 9, 2013 as distributed.

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

CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

The Commission received and filed the following status report 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.

**CIVIL SERVICE COMMISSION MEETING
AUGUST 13, 2013
PAGE TWO**

CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

- 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.
- e. Wastewater Utility Worker III - (Recruitment due employee receiving certification) – We received one application for this position which was rejected.

COMMUNICATIONS

- 1. Ratify the Commission's letter to Louis Blagg regarding the removal of his name from the Police Patrol Officer eligibility list.
- 2. Ratify the Commission's letter to Jessica Iles regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
- 3. Ratify the Commission's letter to Sandra Knezevich 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.

REGULAR AGENDA

- 1. Request from Stephen Fassi to change the date of the scheduled Fire Captain written examination. Jim Riddell was present in place of Mr. Fassi who was not able to attend the meeting due to training. Mr. Riddell began by reading a letter from Mr. Fassi. The letter stated that Mr. Fassi is requesting the date be changed due to personal reasons, his impending nuptials, and also because he had heard other Fire Department employees had conflicts with the testing date and hunting season. Mr. Fassi's letter went on to say that there was also an issue with the notification of the exam date. The only notification of the exam date was communicated through the command staff of the Department, and not through the Union itself.

Mr. Fassi's letter asked if perhaps the exams could be given on the same date every year. Mr. Archibeque asked if this was an annual test. Mrs. Huskins answered that it was. She went on to say that per Civil Service Rules, the Commission must provide two months notice prior to promotional exams in the Fire Department. She pointed out that a letter had been sent to Chad Thomas, Fire Union President, on June 17, 2013 which had all the exam dates outlined within. Mr. Archibeque asked if there was any way to schedule the exams at the same time

**CIVIL SERVICE COMMISSION MEETING
AUGUST 13, 2013
PAGE THREE**

REGULAR AGENDA

every year. Mrs. Huskins explained that would not be possible. In instances where the reading lists are changed by the Fire Department, a six- month notice must be given before an exam is scheduled. Mr. Riddell stated that part of the problem is that vacation bids in the Fire Department are done in December of each year, so there is no way for the members to plan for testing unless there is an indicated time the exams will be each year.

Mr. Riddell said there were also some discrepancies between the editions of one of the books that appears on both the reading list for Fire Captain and Fire Engineer. Mr. Archibeque asked who makes the decisions on the reading list. Mr. Riddell said he had no idea. Mrs. Huskins explained that the Fire Department administrative staff compiles the reading lists and that the Civil Service Office has no input in those. She further indicated she was aware of the situation and had corresponded with a Firefighter who had queried about this very situation earlier in the day and that it was being resolved.

Mr. Archibeque asked Mr. Riddell if their contract agreement is something they negotiate. Mr. Riddell said it was. Mr. Archibeque went on to say if there was a certain time of year they wanted promotional exams to be given, that would need to be negotiated into the contract. Mr. Riddell said that would be correct. Mr. Jagger said that otherwise it is within the jurisdiction of the Commission to set exam dates, provided they comply with the Rules and the Fire Union Contract.

Mr. Archibeque asked if Mr. Fassi was mistaken on not receiving any notice of the exam. Mr. Riddell said apparently Chad Thomas had received notice, and did not relay the information to the Union. Mr. Riddell said that notice of exam dates used to be sent by the Commission to all members of the Department via City email. Mrs. Huskins said she was not aware of that practice. The practice for several years has been to send the official notice of exam dates to the Fire Union President with a copy to the Fire Chief and Deputy Fire Chief. Mr. Jagger said that may be an internal problem that the Union needs to correct.

Mr. Archibeque felt it would set a bad precedence to start changing the exam dates that have already been set. Mr. Riddell said that precedence had already been set by changing the date for the EMO exam. He believed this occurred a year ago because there were not going to be enough people qualified to take the exam when it was scheduled. Mr. Riddell said he wrote the letter requesting that change himself. Mr. Archibeque asked Mrs. Huskins if she recalled that instance. Mrs. Huskins said if the date was changed, it was probably because there were not enough applicants who qualified. She did not immediately recall the situation. Mr. Riddell said the situation was there were not enough people qualified, but by delaying the exam it would open up the recruitment to more candidates. Mr. Archibeque said he did not recall this instance at all. Mr. Riddell apologized that he did not bring the letter regarding this with him.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to deny the request for a change to the exam date for Fire Captain.

Prior to the vote on the action, Ms. Bonner asked Mr. Riddell if the only way the Fire Union members are informed of the exam is through the Union President or the Fire Chief. Mr. Riddell said that was correct, and this particular notification was given over a conference call. Mr. Archibeque said there was a notice sent out in accordance with the contract. Mr. Riddell said there was nothing that he or Mr. Fassi saw; apparently it went to Mr. Thomas, so he will speak with him to see what happened. Mrs. Huskins once again said the practice has been to notify the Union President. This is done with Police Department promotional exams also. Mr. Archibeque asked if that was what the agreement

**CIVIL SERVICE COMMISSION MEETING
AUGUST 13, 2013
PAGE FOUR**

REGULAR AGENDA

states. Mrs. Huskins said it was. She further went on to say that she has never sent individual emails to the union members. Mrs. Huskins said that this seems like something that needs to be worked out internally with the Fire Department and the Union itself to get it corrected. She stated that she would be happy to work with them to resolve this issue. The Commission is complying with the Union contract, and this has been the practice for many years. Mr. Jagger asked if the notice of exam is published. Mrs. Huskins explained that when the recruitments for the positions start, an email is sent out to all Fire Department employees. The two-month and six month notices are different. Those are only sent to the Union President, who in turn should disseminate it to the members. Mr. Jagger said the Commission can do whatever they would like to in terms of extra notification. Mrs. Huskins further explained that when the recruitment for promotional positions for Police and Fire begin, she gives them an additional week more than the time line required in the Civil Service Rules to turn in their applications. At the time the recruitment begins, an email is sent to all Fire Department personnel that includes the job posting which has the examination date listed.

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

2. The Interim Civil Service Administrator submitted the eligible list for Assistant WWTP Superintendent.

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

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

3. The Interim Civil Service Administrator submitted the eligible list for Wastewater Utility Worker I.

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

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

4. The Interim Civil Service Administrator submitted the eligible list for Wastewater Utility Worker II.

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

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

ADMINISTRATIVE ITEMS

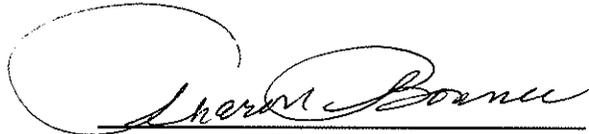
1. The next regular meeting of the Civil Service Commission was scheduled for September 17, 2013 at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

CIVIL SERVICE COMMISSION MEETING
AUGUST 13, 2013
PAGE FIVE

INFORMATIONAL ITEMS

1. The Commission received the Employee Status Reports for June and July 2013.
2. The Commission received their handouts.

ADJOURN – 5:48 p.m.

A handwritten signature in cursive script, appearing to read "Sharon Boone", is written over a horizontal line.

Chairman