



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
SEPTEMBER 17, 2013
5:30 P.M.**

MINUTES

CALL TO ORDER

Vice Chair Sharon Bonner called the Civil Service Commission Meeting to order.

ROLL CALL

Commission Members Present: Sharon Bonner, Guy Kennedy

Commission Members Absent: Dan Archibeque

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 Shelly Carrillo, Interim Civil Service Administrator Lynne Huskins and Secretary Melissa Lillard.

Other Interested Parties: None.

AMENDMENTS TO AGENDA

Ms. Bonner 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, August 13, 2013 as distributed.

Roll Call -- Ayes: 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. Park Caretaker II – Irrigation Specialist - (Recruitment due to vacancy) – We received three 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.

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CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

- b. Emergency Services Dispatcher - (Recruitment due to request from City Manager for new eligible list) – The external recruitment began on August 25, 2013 and ends on September 15, 2013. At the time of this agenda, we had received 64 applications for this position. The applications are currently being screened.

- c. Fire Captain - (Recruitment required every year per Civil Service Rule 29) – The internal recruitment began on August 25, 2013 and ends on September 15, 2013. At the time of this agenda, we had received 20 applications for this position. The applications are currently being screened.

COMMUNICATIONS

- 1. Ratify the Commission's letter to Johnny O'Connor regarding the removal of his name from the Assistant WWTP Superintendent eligibility list.

- 2. Ratify the Commission's letter to Stephen Harrison regarding the removal of his name from the Wastewater Operator A eligibility list.

- 3. Ratify the Commission's letter to Nathan Walker regarding the removal of his name from the Wastewater Operator A eligibility list.

- 4. Ratify the Commission's letter to Richard Mulledy regarding the placement of his name on the reemployment list for Civil Engineer, Drainage.

- 5. Ratify the Commission's letter to Lindsey Herrera regarding the placement of her name on the reemployment list for Emergency Services Dispatcher.

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

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

REGULAR AGENDA

- 1. The Interim Civil Service Administrator submitted the eligible list for Park Caretaker II-Irrigation Specialist.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Park Caretaker II-Irrigation Specialist.

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

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ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for October 8, 2013 at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

INFORMATIONAL ITEMS

1. The Commission received the Employee Status Report for August 2013.
2. The Commission received their handouts.

ADJOURN – 5:33 p.m.


Chairman