

# PUEBLO

CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
TUESDAY, NOVEMBER 12, 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, October 8, 2013.

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, October 8, 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. Accountant I - (Recruitment due to employee resignation) – The external recruitment began on October 6, 2013 and ended on October 27, 2013. We received 70 applications and 32 were qualified. The written exam is scheduled for November 26, 2013.
  - b. Emergency Services Dispatcher - (Recruitment due to request from City Manager for new eligible list) – The written examination was held on October 15, 2013. Thirty candidates were scheduled and 23 appeared to take the exam. Two persons failed and 21 candidates passed the exam. The eligible list for this position will be signed at this meeting.
  - c. Fire Captain - (Recruitment required every year per Civil Service Rule 29) – The written examination was held on October 10, 2013. Twenty seven candidates were scheduled and 26 appeared to take the exam. Eight candidates passed the exam and 18 persons failed. The eligible list for this position will be signed at this meeting.

CIVIL SERVICE COMMISSION MEETING  
NOVEMBER 12, 2013  
PAGE TWO

**CONSENT AGENDA**

- d. System Administrator - (Recruitment due to new position authorized by City Council via ordinance) - 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. Water Reclamation Worker II- (Recruitment due to 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.
  - f. Compliance/Audit Agent - (Recruitment due to employee resignation) – The external recruitment began on October 20 2013 and ended on November 10, 2013. At the time of this agenda, we had received 13 applications for this position. The applications are currently being screened.
  - g. Fire Inspector - (Recruitment required every year per Civil Service Rule 29) – The internal recruitment began on October 13, 2013 and ended on November 3, 2013. We received 3 applications for this position. The Commission gave permission, and a T&E examination will be conducted.
  - h. Wastewater Utility Worker - (Recruitment due to new position authorized by City Council) – The external recruitment began on September 29 2013 and ended on October 20, 2013. We received 54 applications and 13 of those were qualified. The written exam is scheduled for November 14, 2013.
2. Ratify the Commission's letter to Christopher Obert regarding the placement of his name on the reemployment list for Fire Engineer.
  3. Ratify the Commission's letter to Bradford Bankston regarding the removal of his name from the Police Patrol Officer eligibility list.
  4. Ratify the Commission's letter to Erik Barlow regarding the removal of his name from the Police Patrol Officer eligibility list.
  5. Ratify the Commission's letter to Christian Berringer regarding the removal of his name from the Police Patrol Officer eligibility list.
  6. Ratify the Commission's letter to Bryan Carnes regarding the removal of his name from the Police Patrol Officer eligibility list.
  7. Ratify the Commission's letter to Tyler Christensen regarding the removal of his name from the Police Patrol Officer eligibility list.
  8. Ratify the Commission's letter to Mindy Duran regarding the removal of her name from the Police Patrol Officer eligibility list.

CIVIL SERVICE COMMISSION MEETING

NOVEMBER 12, 2013

PAGE THREE

9. Ratify the Commission's letter to Dawne Elliss regarding the removal of her name from the Police Patrol Officer eligibility list.
10. Ratify the Commission's letter to Christian Farris regarding the removal of his name from the Police Patrol Officer eligibility list.
11. Ratify the Commission's letter to Seth Jensen regarding the removal of his name from the Police Patrol Officer eligibility list.
12. Ratify the Commission's letter to John Kregar regarding the removal of his name from the Police Patrol Officer eligibility list.
13. Ratify the Commission's letter to Dassity Miller regarding the removal of her name from the Police Patrol Officer eligibility list.
14. Ratify the Commission's letter to Samantha Nameth regarding the removal of her name from the Police Patrol Officer eligibility list.
15. Ratify the Commission's letter to Kevin Retzlaff regarding the removal of his name from the Police Patrol Officer eligibility list.
16. Ratify the Commission's letter to Trevor Soole regarding the removal of his name from the Police Patrol Officer eligibility list.
17. Ratify the Commission's letter to John Vasquez regarding the removal of his name from the Police Patrol Officer eligibility list.
18. Ratify the Commission's letter to Bradford Bankston regarding the removal of his name from the Police Patrol Officer eligibility list.

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

**REGULAR AGENDA**

1. Submission of the eligible list for Water Reclamation Worker II.

**Commission Action:** Approve and certify the eligible list for the class title of Water Reclamation Worker II.

2. Submission of the eligible list for System Administrator.

**Commission Action:** Approve and certify the eligible list for the class title of System Administrator.

3. Submission of the eligible list for Emergency Services Dispatcher.

**Commission Action:** Approve and certify the eligible list for the class title of Emergency Services Dispatcher.

**REGULAR AGENDA**

3. Submission of the eligible list for Fire Captain.

**Commission Action:** Approve and certify the eligible list for the class title of Fire Captain.

**ADMINISTRATIVE ITEMS**

**A. Administrative Items.**

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

**INFORMATIONAL ITEMS**

**B. Informational Items.**

1. Employee Status Report for September 2013.
2. Handouts.

**HEARING**

1. Hearing on the appeal of Fred Dubbel regarding his termination.

**Commission Action:** Sustain or reject the appeal of the termination.

**ADJOURN**