



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
OCTOBER 8, 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, HR Analyst Shelly Carrillo, Interim Civil Service Administrator Lynne Huskins and Secretary Melissa Lillard.

Other Interested Parties: None.

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, September 17, 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. Accountant I - (Recruitment due to employee resignation) – The external recruitment begins on October 6, 2013 and ends on October 27, 2013.
- b. Emergency Services Dispatcher - (Recruitment due to request from City Manager for new eligible list) – We received 83 applications and 30 were qualified. The written examination will be held on October 15, 2013.
- c. Fire Captain - (Recruitment required every year per Civil Service Rule 29) – We received 27 applications and all were qualified. The written examination will be held on October 10, 2013.

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CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

- d. System Administrator - (Recruitment due to new position authorized by City Council via ordinance) - The internal recruitment began on September 22, 2013 and ends on October 6, 2013. At the time of this agenda, we had received one application for this position.
- e. Water Reclamation Worker II- (Recruitment due to employee receiving certification) - The external recruitment began on September 22, 2013 and ends on October 6, 2013. At the time of this agenda, we had received no applications for this position.

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

There were no Regular Agenda Items.

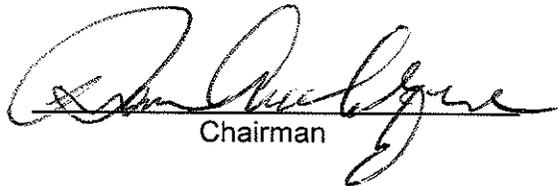
ADMINISTRATIVE ITEMS

- 1. The next regular meeting of the Civil Service Commission was scheduled for November 12, 2013 at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

INFORMATIONAL ITEMS

There were no Informational Items.

ADJOURN – 5:32 p.m.


Chairman