

PUEBLO

CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
THURSDAY, DECEMBER 19, 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, November 12, 2013.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, November 12, 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 was held on November 26, 2013. Five persons failed to appear and 29 took the exam. One person failed, and 28 candidates passed the exam. The eligible list for this position will be signed at this meeting.
 - b. 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, and all were qualified. One person withdrew from the process. The Commission gave permission, and a T&E examination was conducted. The eligible list for this position will be signed at this meeting.
 - c. 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

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- qualified. The written exam was held on November 14, 2013. Two persons failed to appear and 11 took the exam. All 11 candidates passed the exam. The eligible list for this position will be signed at this meeting.
- d. Code Enforcement Manager - (Recruitment due to new position authorized by City Council) – The internal recruitment began on November 10, 2013 and ended on November 24, 2013. We received two applications for this position, and one was approved. The Commission gave permission, and a T&E examination was conducted. The eligible list for this position will be signed at this meeting.
 - e. Emergency Medical Officer - (Recruitment required every year per Civil Service Rule 29) – The internal recruitment began on December 8, 2013 and ends on December 29, 2013. At the time of this agenda, we had received two applications for this position.
 - f. Wastewater Utility Worker III - (Recruitment due to employee receiving certification) – The internal recruitment began on November 17, 2013 and ended on December 1, 2013. We received one application for this position, which was approved. The Commission gave permission, and a T&E examination was conducted. The eligible list for this position will be signed at this meeting.
 - g. Firefighter - (Recruitment due to several departmental vacancies) - The external recruitment began on December 15 2013 and ends on January 12, 2014. At the time of this agenda, we had received 30 applications for this position. The written exam is scheduled for February 4, 2014.
 - h. Water Reclamation Worker - (Recruitment due to new position authorized by City Council) – The external recruitment began on December 15, 2013 and ends on January 5, 2014. At the time of this agenda, we had received seven applications for this position. The written exam is scheduled for January 28, 2014.
 - i. Police Captain - (Recruitment due to employee retirement) – The internal recruitment began on December 16, 2013 and ends on January 6, 2014. The written exam is scheduled for February 6, 2014.
2. Ratify the Commission's letter to Chris Baillargeon regarding the removal of his name from the Police Patrol Officer eligibility list.
 3. Ratify the Commission's letter to Christopher Carneal regarding the removal of his name from the Police Patrol Officer eligibility list.

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4. Ratify the Commission's letter to Todd Hoddy regarding the removal of his name from the Police Patrol Officer eligibility list.
5. Ratify the Commission's letter to Douglas Pachelli regarding the removal of his name from the Police Patrol Officer eligibility list.
6. Ratify the Commission's letter to Michael Romero regarding the removal of his name from the Police Patrol Officer eligibility list.
7. Ratify the Commission's letter to Mark Roush regarding the removal of his name from the Police Patrol Officer eligibility list.
8. Ratify the Commission's letter to Matthew Sanchez regarding the removal of his name from the Police Patrol Officer eligibility list.
9. Ratify the Commission's letter to Eufemio Baca regarding the removal of his name from the Police Patrol Officer eligibility list.
10. Ratify the Commission's letter to Gerardo Cano regarding the removal of his name from the Police Patrol Officer eligibility list.
11. Ratify the Commission's letter to Athena Garcia regarding the removal of her name from the Police Patrol Officer eligibility list.
12. Ratify the Commission's letter to James Hecht regarding the removal of his name from the Police Patrol Officer eligibility list.
13. Ratify the Commission's letter to Adam Herrera regarding the removal of his name from the Police Patrol Officer eligibility list.
14. Ratify the Commission's letter to Matthew Matott regarding the removal of his name from the Police Patrol Officer eligibility list.
15. Ratify the Commission's letter to Kevin Sulham regarding the removal of his name from the Police Patrol Officer eligibility list.
16. Ratify the Commission's letter to George Alloy regarding the removal of his name from the Police Patrol Officer eligibility list.
17. Ratify the Commission's letter to Sara Domer regarding the removal of her name from the Police Patrol Officer eligibility list.
18. Ratify the Commission's letter to Tiffany Endres regarding the removal of her name from the Police Patrol Officer eligibility list.
19. Ratify the Commission's letter to Crystal Fairbairn regarding the removal of her name from the Police Patrol Officer eligibility list.

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20. Ratify the Commission's letter to Linda Garcia regarding the removal of her name from the Police Patrol Officer eligibility list.
21. Ratify the Commission's letter to Phillip Gurule regarding the removal of his name from the Police Patrol Officer eligibility list.
22. Ratify the Commission's letter to Donald Mainard regarding the removal of his name from the Police Patrol Officer eligibility list.
23. Ratify the Commission's letter to Eduardo Navarro regarding the removal of his name from the Police Patrol Officer eligibility list.
24. Ratify the Commission's letter to Chris Sutton regarding the removal of his name from the Police Patrol Officer eligibility list.
25. Ratify the Commission's letter to Mary Ann Dibeneditto regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
26. Ratify the Commission's letter to Jessica Garcia regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
27. Ratify the Commission's letter to Chad Myers regarding the removal of his name from the Police Patrol Officer eligibility list.
28. Ratify the Commission's letter to Jamie Penrod regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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

REGULAR AGENDA

1. Submission of the eligible list for Accountant I.

Commission Action: Approve and certify the eligible list for the class title of Accountant I.

2. Submission of the eligible list for Fire Inspector.

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

3. Submission of the eligible list for Wastewater Utility Worker.

Commission Action: Approve and certify the eligible list for the class title of Wastewater Utility Worker.

REGULAR AGENDA

4. Submission of the eligible list for Code Enforcement Manager.

Commission Action: Approve and certify the eligible list for the class title of Code Enforcement Manager.

5. Submission of the eligible list for Wastewater Utility Worker III.

Commission Action: Approve and certify the eligible list for the class title of Wastewater Utility Worker III.

ADMINISTRATIVE ITEMS

A. Administrative Items.

1. Set the date for the January, 2014 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

B. Informational Items.

1. Employee Status Report for October 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