

PUEBLO

**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
NOVEMBER 12, 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 Alcalá, HR Analyst Shelly Carrillo, Assistant City Attorney Carla Sikes, 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. Mr. Jagger stated there is a request to move Hearing Item number one to the beginning of the agenda. Mr. Kennedy seconded by Ms. Bonner moved to approve the Agenda as amended.

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

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, October 8, 2013 as distributed.

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

HEARING

1. Carla Sikes, Assistant City Attorney, was present and addressed the Commission. She stated that the appellant, Fred Dubbel had retained counsel, Douglas Gradisar, and that Mr. Gradisar had a conflict and could not be present at the meeting tonight. She further stated that Mr. Gradisar wished to continue the hearing to a later date, and the City does not have an objection to that.

After discussion, Mr. Kennedy seconded by Ms. Bonner moved to continue the hearing to December 19, 2013 at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

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

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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 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.
- 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.

COMMUNICATIONS

1. Ratify the Commission's letter to Christopher Obert regarding the placement of his name on the reemployment list for Fire Engineer.

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CONSENT AGENDA

COMMUNICATIONS

2. Ratify the Commission's letter to Bradford Bankston regarding the removal of his name from the Police Patrol Officer eligibility list.
3. Ratify the Commission's letter to Erik Barlow regarding the removal of his name from the Police Patrol Officer eligibility list.
4. Ratify the Commission's letter to Christian Berringer regarding the removal of his name from the Police Patrol Officer eligibility list.
5. Ratify the Commission's letter to Bryan Carnes regarding the removal of his name from the Police Patrol Officer eligibility list.
6. Ratify the Commission's letter to Tyler Christensen regarding the removal of his name from the Police Patrol Officer eligibility list.
7. Ratify the Commission's letter to Mindy Duran regarding the removal of her name from the Police Patrol Officer eligibility list.
8. Ratify the Commission's letter to Dawne Elliss regarding the removal of her name from the Police Patrol Officer eligibility list.
9. Ratify the Commission's letter to Christian Farris regarding the removal of his name from the Police Patrol Officer eligibility list.
10. Ratify the Commission's letter to Seth Jensen regarding the removal of his name from the Police Patrol Officer eligibility list.
11. Ratify the Commission's letter to John Kregar regarding the removal of his name from the Police Patrol Officer eligibility list.
12. Ratify the Commission's letter to Dassity Miller regarding the removal of her name from the Police Patrol Officer eligibility list.
13. Ratify the Commission's letter to Samantha Nameth regarding the removal of her name from the Police Patrol Officer eligibility list.
14. Ratify the Commission's letter to Kevin Retzlaff regarding the removal of his name from the Police Patrol Officer eligibility list.
15. Ratify the Commission's letter to Trevor Soole regarding the removal of his name from the Police Patrol Officer eligibility list.
16. Ratify the Commission's letter to John Vasquez regarding the removal of his name from the Police Patrol Officer 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.

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REGULAR AGENDA

1. The Interim Civil Service Administrator submitted the eligible list for Water Reclamation Worker II.

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

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

2. The Interim Civil Service Administrator submitted the eligible list for System Administrator.

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

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

3. The Interim Civil Service Administrator submitted the eligible list for Emergency Services Dispatcher.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Emergency Services Dispatcher.

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 December 19, 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 September 2013.
2. The Commission received their handouts.

ADJOURN – 5:42 p.m.


Chairman