



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, May 14, 2019  
11:00 AM

*Individuals requiring special accommodations should notify the Civil Service Commission Office (719) 553-2635 by noon on the day preceding the meeting.*

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Tuesday, April 9, 2019.

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, April 9, 2019 as distributed.

## **CONSENT AGENDA**

The following items are considered 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 II** (Vacancy created by the 2019 Staffing Ordinance) – The external recruitment began on March 20, 2019 and ended on April 9, 2019. We received 23 applications and 16 were approved. The written exam was administered on April 23, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
  - b. Accounting Technician II** (recruitment is due to an employee promotion) – The internal recruitment began on May 9, 2019 and ends on May 22, 2019. We received 0 applications as of the date this agenda was prepared. The written exam is scheduled for June 7, 2019.
  - c. Accounting Technician IV** (recruitment is due to an employee promotion) – The external recruitment began on April 23, 2019 and ended on May 13, 2019. We received 27 applications as of the date this agenda was prepared. The written exam is scheduled for May 29, 2019.

**CONSENT AGENDA (CONTINUED)**

- d. **Business Systems Analyst** (recruitment is due to an employee resignation) – The internal recruitment began on April 22, 2019 and ended on May 4, 2019. We received 1 approved application. The Commission authorized a Training and Experience (T&E) exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- e. **Emergency Services Dispatcher** (recruitment is to fill anticipated vacancies) – The external recruitment began on March 10, 2019 and ended on March 30, 2019. We received 100 applications and 66 were approved for the exam. The CritiCall exam was administered on April 16, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- f. **GIS Specialist I** (recruitment is due to an employee resignation) – The external recruitment began on March 31, 2019 and ended on April 20, 2019. We received 18 applications and 8 were approved for the exam. The written exam was administered on May 7, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- g. **HR Analyst** (recruitment is due to an employee promotion) – The external recruitment began on April 14, 2019 and ended on May 4, 2019. We received 19 applications and 6 were approved for the exam. The written exam is scheduled for May 20, 2019.
- h. **Parks Maintenance Mechanic** (Vacancy created by the 2019 Staffing Ordinance) – The internal recruitment began on March 31, 2019 and ended on April 13, 2019. We received 3 applications and 1 was approved for the exam. The Commission authorized a Training and Experience (T&E) exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- i. **Solid Waste Utility Worker III** (Position created by Staffing Ordinance 9387) – The internal recruitment began on April 11, 2019 and ended on April 24, 2019. We received 7 applications, and all were approved for the exam. The written exam was administered on May 10, 2019.
- j. **Traffic Engineer** (recruitment is due to an employee resignation) – The external recruitment began on March 27, 2019 and ended on April 16, 2019. We received 0 applications.
- k. **Wastewater Data Technician** (Vacancy created by the 2019 Staffing Ordinance) – The external recruitment began on March 27, 2019 and ended on April 16, 2019. We received 24 applications and 3 were approved for the exam. The Commission authorized a Training and Experience (T&E) exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- l. **WWTP Superintendent** (recruitment is due to an employee retirement) – The external recruitment began on April 21, 2019 and ended on May 11, 2019. We received 3 applications as of the date this agenda was prepared. The written exam is scheduled for May 24, 2019.

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**CONSENT AGENDA (CONTINUED)**

2. Ratify the Commission's letters to Todd Hillstad and Jennifer Polk regarding the removal of their names from the Accountant II eligibility list.
3. Ratify the Commission's letters to Jason Heine and Duane Mondragon regarding the removal of their names from the Code Enforcement Officer eligibility list.
4. Ratify the Commission's letters to Erin Frye, Ariel Herrera, Carla Medina, Michelle Pope, and Zearn Rodriguez, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
5. Ratify the Commission's letters to Kate Adams, April Foley and Christina Trujillo regarding the removal of their names from the HR Analyst eligibility list.
6. Ratify the Commission's letter to Anthony Velarde regarding his objection to the rejection of his admittance to the HR Analyst exam.
7. Ratify the Commission's letters to Darrell Augustine, Jason Bates, Ralph Cabalar, Lawrence Cutts, Taylor Duran, Michael Etienne, Taylor Frazier, Nicolas Gowin, Nathan Holst, Daniel Hook, Zackary Little, Jory Maggard, Samuel Marquez, Ryan Patterson, Kyle Reeves, Cody Selves, Matthew Tillman, Daniel Trujillo, and Gary Yates regarding the removal of their names from the Police Patrol Officer eligibility list.
8. Ratify the Commission's letter to Matthew Hessen regarding his objection to the rejection of removal from the Police Patrol Officer eligibility list.
9. Ratify the Commission's letter to Troy Proud regarding his objection to the rejection of his application for the Parks Maintenance Mechanic promotional exam.
10. Ratify the Commission's letter to Daniel Arellano, regarding the rejection of his objection to the rejection of his admission to the Parks Maintenance Mechanic examination.
11. Ratify the Commission's letters to Timothy Davis regarding his request to be placed on the re-employment list for Equipment Operator I and Utility Worker.
12. Ratify the Commission's decision to conduct a Training & Experience Exams on the Business Systems Analyst, Parks Maintenance Mechanic and Wastewater Data Technician positions.

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

## REGULAR AGENDA

1. Submission of the eligible list for Accountant II.  
**Commission Action:** Approve and certify the eligible list for the class title of Accountant II.
2. Submission of the eligible list for Business Systems Analyst.  
**Commission Action:** Approve and certify the eligible list for the class title of Business Systems Analyst.
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.
4. Submission of the eligible list for GIS Specialist I.  
**Commission Action:** Approve and certify the eligible list for the class title of GIS Specialist I.
5. Submission of the eligible list for Parks Maintenance Mechanic.  
**Commission Action:** Approve and certify the eligible list for the class title of Parks Maintenance Mechanic.
6. Submission of the eligible list for Wastewater Data Technician.  
**Commission Action:** Approve and certify the eligible list for the class title of Wastewater Data Technician.

## ADMINISTRATIVE ITEMS

1. Set the date for the June 2019 Civil Service Commission Meeting.

## INFORMATIONAL ITEMS

1. Employee Status Report for April 2019
2. Handouts

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