



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE**

**TUESDAY, DECEMBER 13, 2022
11:00 AM**

Individuals requiring special accommodations should notify the City's ADA Coordinator at (719) 553-2295 by noon on the day preceding the meeting.

Agenda

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

1. Regular meeting of Tuesday, November 8, 2022.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, November 8, 2022 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.

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

1. Receive and file the following status reports on current recruitments:
 - a Accountant II** (due to employee promotion). The open recruitment began on October 20, 2022 and ended on November 13, 2022. We received 6 applications and 5 were approved for the exam. The exam was administered on November 29, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
 - b Administrative Technician** (due to an employee promotion). The closed recruitment began on October 20, 2022 and ended on November 3, 2022. We received 5 applications and all were approved for the exam. The exam was administered on November 16, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
 - c Associate Engineer II - Wastewater** (due to an employee promotion). The open recruitment began on October 21, 2022 and ended on November 13, 2022. We received 1 application and 0 were approved for the exam. The department director requested to repost this job. The updated open recruitment began on November 14, 2022 and ends on December 14, 2022. We received 0 applications as of the date this

agenda was prepared. The exam is scheduled for December 27, 2022.

- d Auto Mechanic** (due to an employee promotion). The closed recruitment began on October 21, 2022 and ended on November 6, 2022. We received 0 applications. The open recruitment began on November 7, 2022 and ended on November 29, 2022. We received 4 applications and 3 were approved for the exam. The T&E exam was administered on December 2, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- e Business Systems Analyst** (due to employee termination). The closed recruitment began on October 21, 2022 and ended on November 6, 2022. We received 0 applications. The open recruitment began on November 7, 2022 and ended on November 29, 2022. We received 5 applications and 3 were approved. The T&E exam was administered on December 5, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- f Civil Engineer / Transportation** (due to an additional FTE). The open recruitment began on October 4, 2022 and ended on November 1, 2022. We received 3 applications and 0 were approved for the exam. We are waiting for feedback from the Public Works Director on how to proceed.
- g Equipment Operator IV** (due to current and anticipated vacancies). The closed recruitment began on September 27, 2022 and ended on October 11, 2022. We received 8 applications and all were approved for the exam. The exam was administered on October 25, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- h Fleet Superintendent** (due to an anticipated retirement). The open recruitment began on November 30, 2022 and ends on December 21, 2022. We received 6 applications and 2 were approved, as of the date this agenda was prepared. The exam is scheduled for January 5, 2023.
- i Housing and Community Development Coordinator II** (due to an employee promotion). The open recruitment began on October 19, 2022 and ended on November 13, 2022. We received 12 applications and 5 were approved for the exam. The exam was administered on December 6, 2022. Contingent on a submitted appeal, the eligibility list will be presented to the Commission for certification during this meeting.
- j Municipal Records and Technical Coordinator** (due to an anticipated vacancy). The closed recruitment began on December 1, 2022 and ends on December 15, 2022. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for January 5, 2023.
- k Planner** (due to multiple vacancies). The open recruitment began on November 7, 2022 and ended on December 8, 2022. We received 17 applications and 5 were approved for the exam as of the date this agenda was prepared. The exam is scheduled for December 20, 2022.
- l Police Patrol Officer** (due to current and anticipated vacancies). The Open recruitment began on September 25, 2022 and ends on January 3, 2023. We received 94 applications and 62 were approved for the exam as of the date this agenda was prepared. The exam is scheduled for January 17, 2022.
- m Police Payroll Technician** (due to an anticipated vacancy). The closed recruitment began on December 1, 2022 and ends on December 15, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for January 5, 2023.

- n Senior HR Analyst** (due to an employee resignation). The open recruitment began on October 19, 2022 and ended on November 13, 2022. We received 8 applications and 2 were approved for the exam. The T&E exam was administered on November 28, 2022. Pending the results of a submitted appeal, the eligibility list will be presented to the Commission for certification during this meeting.
 - o Tax Auditor** (due to an anticipated vacancy). The open recruitment began on October 26, 2022 and ends November 22, 2022. We received 5 applications and 4 were approved for the exam. The T&E exam was administered on November 29, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
 - p Tax Compliance Technician** (due to an employee resignation). The open recruitment began on October 27, 2022 and ended on November 22, 2022. We received 11 applications and 2 were approved for the exam. The T&E exam was administered on November 29, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
 - q Traffic Signs & Marking Specialist** (due to an employee retirement). The closed recruitment began on December 5, 2022 and ends on December 19, 2022. We received 1 application as of the date this agenda was prepared. The exam is scheduled for January 5, 2023.
 - r Trash Removal Coordinator** (due to an additional FTE). The open recruitment began on October 26, 2022 and ended on November 17, 2022. We received 12 applications and 9 were approved for the exam. The exam was administered on December 6, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
 - s Wastewater Utility Worker** (due to an employee promotion). The open recruitment began on November 18, 2022 and ends on December 14, 2022. We received 6 applications and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for December 27, 2022.
2. Ratify Commission letters of appeal decisions.
- a Police Patrol Officer.** Ratify the Commission's letter to Damien Carlson regarding the rejection of their appeal to the removal of their name from the Police Patrol Officer eligible list.
3. Ratify Commission letters of removal from the eligible list.
- a Construction Inspector.** Ratify the Commission letter to Charles Leinen, regarding the removal of their name from the Construction Inspector eligibility list.
 - b Emergency Services Dispatcher.** Ratify the Commission letters to Connor Jordan and Angelique Lantis, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
 - c Park Ranger.** Ratify the Commission letter to Chazzlyn Lietzau, regarding the removal of their name from the Park Ranger eligibility list.
 - d Police Patrol Officer.** Ratify the Commission letters to Jason Bonsante, Mistie Dennis, Ronald Livingston, Joshua North, and Sergio Prieto, regarding the removal of their names from the Police Patrol Officer eligibility list.
4. Ratify the Commission letter to IAFF Local 3 regarding an amendment to the notice of the intended exam date for Fire Engineer.

5. Ratify the Commission decision to conduct T&E examinations on Auto Mechanic, Business Systems Analyst, Senior HR Analyst, Tax Auditor and Tax Compliance Technician.

REGULAR AGENDA

1. Review the appeal submitted by Zebulon Clayton, relating to the rejection of their application to the Housing and Community Development Coordinator II exam.

Commission Action: Sustain, reject, or set for formal hearing

2. Review the appeal submitted by Sandra Duran, relating to the rejection of their application to the Senior HR Analyst exam.

Commission Action: Sustain, reject, or set for formal hearing

3. Submission of the eligible list for Accountant II.

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

4. Submission of the eligible list for Auto Mechanic.

Commission Action: Approve and certify the eligible list for the class title of Auto Mechanic

5. 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

6. Submission of the eligible list for Equipment Operator IV.

Commission Action: Approve and certify the eligible list for the class title of Equipment Operator IV

7. Submission of the eligible list for Housing and Community Development Coordinator II.

Commission Action: Approve and certify the eligible list for the class title of Housing and Community Development Coordinator II

8. Submission of the eligible list for Senior HR Analyst.

Commission Action: Approve and certify the eligible list for the class title of Senior HR Analyst

9. Submission of the eligible list for Tax Auditor.

Commission Action: Approve and certify the eligible list for the class title of Tax Auditor

10. Submission of the eligible list for Tax Compliance Technician.

Commission Action: Approve and certify the eligible list for the class title of Tax Compliance Technician

11. Submission of the eligible list for Trash Removal Coordinator.

Commission Action: Approve and certify the eligible list for the class title of Trash Removal Coordinator

ADMINISTRATIVE ITEMS

1. Set the date for the next Civil Service Commission Meeting.

HEARING

1. Hearing on the appeal submitted by Lowell Griffiths, regarding the termination of their employment as Police Patrol Officer.

Commission Action: Sustain, reject or continue the matter.

ADJOURN