



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

**TUESDAY, DECEMBER 27, 2022
11:00 AM**

Individuals Requiring Special Accommodations Should Notify the City's ADA Coordinator at (719) 553-2295 by 4 pm on the Friday Preceding the Meeting.

Agenda

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

1. Regular meeting of Tuesday, December 13, 2022.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, December 13, 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 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 ended on December 14, 2022. We received 0 applications. We are waiting for feedback from the department on how to proceed.
 - b Civil Engineer/Drainage** (due to multiple vacancies). The open recruitment began on December 19, 2022 and ends on January 19, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for January 31, 2023.
 - c 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.

- d **Fleet Superintendent** (due to an anticipated retirement). The open recruitment began on November 30, 2022 and ended on December 21, 2022. We received 9 applications and 2 were approved for the exam. The T&E exam was administered on December 22, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- e **Municipal Records and Technical Coordinator** (due to an anticipated vacancy). The closed recruitment began on December 1, 2022 and ended on December 15, 2022. We received 3 applications and all were approved for the exam. The T&E exam was administered on December 19, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- f **Office Assistant** (due to current and anticipated vacancies). The open recruitment began on December 14, 2022 and ends on January 5, 2023. We received 17 applications and 9 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for January 19, 2023.
- g **Planner** (due to 3 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. The exam was administered on December 20, 2022. The eligibility list will be presented to the Commission for certification during this meeting. Because the number of eligibles is less than the number of vacancies, the position was reposted. The updated open recruitment began on December 21, 2022 and ends on January 19, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for January 31, 2023.
- h **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 107 applications and 72 were approved for the exam as of the date this agenda was prepared. The exam is scheduled for January 17, 2023.
- i **Police Payroll Technician** (due to 2 vacancies). The closed recruitment began on December 1, 2022 and ended on December 15, 2022. We received 2 applications and both were approved for the exam. The T&E exam was administered on December 19, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- j **Traffic Signs & Marking Specialist** (due to an employee retirement). The closed recruitment began on December 5, 2022 and ended on December 19, 2022. We received 1 application and it was approved for the exam. The T&E exam was administered on December 21, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- k **Wastewater Utility Worker** (due to an employee promotion). The open recruitment began on November 18, 2022 and ended on December 14, 2022. We received 11 applications and 5 were approved for the exam. The T&E exam was administered on December 19, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- l **Water Reclamation Worker** (due to an employee promotion). The open recruitment began on December 21, 2022 and ends on January 19, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for January 31, 2023.

2. Ratify Commission letters of appeal decisions.

- a **Housing and Community Development Coordinator II.** Ratify the Commission's letter to Zebulon Clayton regarding the approval of their appeal to the rejection of their

application for the Housing and Community Development Coordinator II examination.

- b Senior HR Analyst.** Ratify the Commission's letter to Sandra Duran regarding the approval of their appeal to the rejection of their application for the Senior HR Analyst examination.
3. Ratify Commission letters of removal from the eligible list.
 - a Business Systems Analyst.** Ratify the Commission letters to Bret Capritta and Kay Chan regarding the removal of their names from the Business Systems Analyst eligibility list.
 - b Emergency Services Dispatcher.** Ratify the Commission letters to Craig Gritz II, Kayla Nielsen and Kim Rodriguez, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
 - c Office Assistant.** Ratify the Commission letters to Natasha Anglin, Heather Brown, Julie Chamberlain, and Rosanne Sumner regarding the removal of their names from the Office Assistant eligibility list.
 - d Park Ranger.** Ratify the Commission letters to Rudolph Martinez, Jacob Sena, and Ricardo Torres, regarding the removal of their names from the Park Ranger eligibility list.
4. Ratify the Commission decision to conduct T&E examinations on Fleet Superintendent, Municipal Records/Technical Coordinator, Police Payroll Technician, Traffic Signs & Marking Specialist, and Wastewater Utility Worker.

REGULAR AGENDA

1. Submission of the eligible list for Fleet Superintendent.
Commission Action: Approve and certify the eligible list for the class title of Fleet Superintendent
2. Submission of the eligible list for Municipal Records and Technical Coordinator.
Commission Action: Approve and certify the eligible list for the class title of Municipal Records and Technical Coordinator
3. Submission of the eligible list for Planner.
Commission Action: Approve and certify the eligible list for the class title of Planner
4. Submission of the eligible list for Police Payroll Technician.
Commission Action: Approve and certify the eligible list for the class title of Police Payroll Technician
5. Submission of the eligible list for Traffic Signs & Marking Specialist.
Commission Action: Approve and certify the eligible list for the class title of Traffic Signs & Marking Specialist
6. 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

ADMINISTRATIVE ITEMS

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

ADJOURN