



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

**TUESDAY, JANUARY 24, 2023
11:00 AM**

Individuals Requiring Special Accommodations Should Notify the City's ADA Coordinator at (719) 553-2295 by Noon 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 27, 2022 and administrative hearing of Wednesday, January 18, 2023.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, December 27, 2022 and the administrative hearing dated Wednesday, January 18, 2023, 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 **Accounting Technician IV** (due to an employee separation). The open recruitment began on January 4, 2023 and ends on February 2, 2023. We received 3 applications and 2 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for February 4, 2023.
 - b **Associate Engineer II - Wastewater** (due to an employee promotion). The open recruitment began on January 19, 2023 and ends on February 16, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for March 2, 2023.
 - c **Civil Engineer/Drainage** (due to multiple vacancies). The open recruitment began on December 19, 2022 and ended on January 19, 2023. We received 1 application and it was approved for the exam. The T&E exam was administered on January 20,

2023. The eligibility list will be presented to the Commission for certification during this meeting.

- d **Community Risk Reduction Coordinator** (due to an additional FTE). The open recruitment began on December 28, 2022 and ended on January 18, 2023. We received 7 applications and 0 were approved for the exam, as of the date this agenda was prepared. We are waiting for direction from the City on how to proceed.
 - e **Emergency Services Dispatcher** (due to current and anticipated vacancies). The open recruitment began on December 29, 2022 and ends on February 16, 2023. We received 53 applications and 22 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for March 2, 2023.
 - f **Marketing and Recruitment Specialist** (due to an additional FTE). The open recruitment began on January 4, 2023 and ends on February 2, 2023. We received 17 applications and 7 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for February 14, 2022.
 - g **Office Assistant** (due to current and anticipated vacancies). The open recruitment began on December 14, 2022 and ended on January 5, 2023. We received 64 applications and 44 were approved for the exam. The exam was administered on January 19, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
 - h **Planner** (due to 3 vacancies). The open recruitment began on December 21, 2022 and ended on January 19, 2023. We received 21 applications and 8 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for January 31, 2023.
 - i **Police Patrol Officer** (due to current and anticipated vacancies). The Open recruitment began on September 25, 2022 and ended on January 3, 2023. We received 137 applications and 105 were approved for the exam. The exam was administered on January 17, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
 - j **Senior HR Analyst** (due to an employee resignation). The open recruitment began on January 3, 2023 and ends on January 26, 2023. We received 1 application as of the date this agenda was prepared. The exam is scheduled for February 7, 2023.
 - k **Tax Auditor** (due to an employee separation). The open recruitment began on January 11, 2023 and ends on February 9, 2023. We received 3 applications and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for February 23, 2023.
 - l **Wastewater Maintenance Supervisor** (due to an additional FTE). The open recruitment began on January 3, 2023 and ends on January 26, 2023. We received 2 applications and 1 was approved for the exam, as of the date this agenda was prepared. The exam is scheduled for February 7, 2023.
 - m **Water Reclamation Worker** (due to an employee promotion). The open recruitment began on December 21, 2022 and ended on January 19, 2023. We received 0 applications. We are waiting for direction from the City on how to proceed.
2. Ratify Commission letters of removal from the eligible list.
- a **Accounting Technician IV.** Ratify the Commission letter to Carrie Harmes, regarding the removal of their name from the Accounting Technician IV eligibility list.
 - b **Firefighter.** Ratify the Commission letters to Adam Certain, Michael Cira, Devin

Curtis, and Aaron Taylor, regarding the removal of their names from the Firefighter eligibility list.

- c Office Assistant.** Ratify the Commission letters to Katherine Adams, Sarah Encinias, Jarrod Gallegos, Denise Roldan, and Sarah Satterly, regarding the removal of their names from the Office Assistant eligibility list.
 - d Police Sergeant.** Ratify the Commission letter to John Trivett, regarding the removal of their name from the Police Sergeant eligibility list.
 - e Senior HR Analyst.** Ratify the Commission letters to Rebecca Hund and Melissa King, regarding the removal of their names from the Senior HR Analyst eligibility list.
 - f Tax Auditor.** Ratify the Commission letters to Frank Golob and Christy Mckinzie, regarding the removal of their names from the Tax Auditor eligibility list.
 - g Utility Worker.** Ratify the Commission letters to Jacob Aragon, Randy Romero, Eric Valencia, and Mark Yallanardo, regarding the removal of their names from the Utility Worker eligibility list.
 - h Wastewater Utility Worker.** Ratify the Commission letter to Blake Waters, regarding the removal of their name from the Wastewater Utility Worker eligibility list.
3. Ratify the Commission letter to Skyler Laver, regarding placement of their name on the Emergency Services Dispatcher and Police Patrol Officer reemployment list.
 4. Ratify the Commission decision to conduct a T&E examination for Civil Engineer/Drainage.

REGULAR AGENDA

1. Issue a decision on the appeal submitted by John Guerrero, relating to Article 14.3(i) of the IBPO Contract.
Commission Action: Sustain or reject the appeal
2. Review the appeal submitted by Scott Wheeler, relating to the rejection of their application to the Wastewater Maintenance Supervisor exam.
Commission Action: Sustain, reject, or set for formal hearing
3. Review the request from the City Mayor regarding psychological examinations.
Commission Action: Approve or reject the request.
4. Submission of the eligible list for Civil Engineer / Drainage.
Commission Action: Approve and certify the eligible list for the class title of Civil Engineer / Drainage
5. Submission of the eligible list for Office Assistant.
Commission Action: Approve and certify the eligible list for the class title of Office Assistant
6. Submission of the eligible list for Police Patrol Officer.
Commission Action: Approve and certify the eligible list for the class title of Police Patrol Officer

ADMINISTRATIVE ITEMS

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

2. State of the Office presentation by the staff.

ADJOURN