



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

**TUESDAY, FEBRUARY 14, 2023
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 January 24, 2023

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, January 24, 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 ended on February 2, 2023. We received 4 applications and 3 were approved for the exam. The T&E exam was administered on February 9, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
 - 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 an employee separation). The open recruitment began on February 8, 2023 and ends on March 16, 2023. We received 1 application as of the date this agenda was prepared. The exam is scheduled for March 28, 2023.

- 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 1 was approved for the exam. The T&E exam was administered on January 26, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
- e Community Service Officer** (due to current and anticipated vacancies). The open recruitment began on February 3, 2023 and ends on March 16, 2023. We received 15 applications and 8 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for March 28, 2023.
- f Construction Inspector** (due to an additional FTE). The open recruitment began on February 9, 2023 and ends on March 2, 2023. We received 1 application as of the date this agenda was prepared. The exam is scheduled for March 14, 2023.
- g 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 77 applications and 37 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for March 2, 2023.
- h Marketing and Recruitment Specialist** (due to an additional FTE). The open recruitment began on January 4, 2023 and ended on February 2, 2023. We received 30 applications and 21 were approved for the exam. The exam is scheduled for February 14, 2022.
- i Media Systems Specialist** (due to an additional FTE). The open recruitment began on January 31, 2023 and ends on February 23, 2023. We received 6 applications and 1 was approved, as of the date this agenda was prepared. The exam is scheduled for March 7, 2023.
- j Park Caretaker II - Irrigation Specialist** (due to an employee resignation). The closed recruitment began on January 23, 2023 and ended on February 6, 2023. We received 2 applications and both were approved for the exam. The T&E exam was administered on February 9, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
- k Planner** (due to 3 vacancies). The open recruitment began on December 21, 2022 and ended on January 19, 2023. We received 21 applications and 10 were approved for the exam. The exam was administered on January 31, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
- l Pretreatment Compliance Technician** (due to an additional FTE). The open recruitment began on January 24, 2023 and ends on February 16, 2023. We received 4 applications and 1 was approved for the exam, as of the date this agenda was prepared. The exam is scheduled for March 2, 2023.
- m Program Coordinator-Sports** (due to an additional FTE). The open recruitment began on January 31, 2023 and ends on March 2, 2023. We received 5 applications and 2 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for March 14, 2023.
- n Public Works Projects Coordinator** (due to an additional FTE). The closed recruitment began on January 31, 2023 and ends on February 14, 2023. We received 1 application and it was approved for the exam, as of the date this agenda was prepared. The exam is scheduled for February 28, 2023.
- o Senior HR Analyst** (due to an employee resignation). The open recruitment began on January 3, 2023 and ended on January 26, 2023. We received 5 applications and 4 were

approved for the exam. The T&E exam was administered on January 30, 2023. The eligibility list will be presented to the Commission for certification during this meeting.

- p Tax Auditor** (due to an employee separation). The open recruitment began on January 11, 2023 and ended on February 9, 2023. We received 5 applications and all were approved for the exam. The T&E exam was administered on February 10, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
- q Wastewater Maintenance Supervisor** (due to an additional FTE). The open recruitment began on January 3, 2023 and ended on January 26, 2023. We received 2 applications and 1 was approved for the exam. The T&E exam was administered on January 31, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
- r 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. The City requested reposting. The updated open recruitment began on January 26, 2023 and ends on February 23, 2023. We received 5 applications and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for March 7, 2023.

2. Removals from the eligible list.

- a Code Enforcement Officer** Ratify the Commission letters to Michael Carney, Mike Dionese, Ryder Dunbar, Minnie Esquibel, Grant Klitzke, Patricia McClain, and Ralph Romero Jr, regarding the removal of their names from the Code Enforcement Officer eligibility list
- b Community Service Officer.** Ratify the Commission letters to Jerad Renteria and Luke Vigil, regarding the removal of their names from the Community Service Officer eligibility list.
- c Emergency Medical Officer.** Ratify the Commission letter to Ryan Orndoff, regarding the removal of their name from the Emergency Medical Officer eligibility list.
- d Emergency Services Dispatcher.** Ratify the Commission letters to Andrew Cadena, Ashley Cecil, Jennifer Dubin, Jarrod Gallegos, Heather Golledge, Alberto Gomez, Dennis Knox, Matthew Long, Shelby Paul, Jinette Sprague, and Antonio Treadway, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
- e Equipment Operator IV.** Ratify the Commission letter to Patrick Mead, regarding the removal of their name from the Equipment Operator IV eligibility list.
- f Firefighter.** Ratify the Commission letters to William Carbajal, Aiyana Chacon, Mistie Dennis, Marriah Dolick, Matthew Gonzales, Justin Holmes, Leandra Perez, Cody Pierce, Owen Riker, Zachary Rivera, Jude Sanchez, Jonathan Sanders-Ryder, Jordan Trujillo, and Greg Vallejos regarding the removal of their names from the Firefighter eligibility list.
- g Planner.** Ratify the Commission letter to Jessica McGroarty, regarding the removal of their name from the Planner eligibility list.
- h Police Patrol Officer** Ratify the Commission letter to Johnathan Anderson, regarding the removal of their name from the Police Patrol Officer eligibility list.
- i Senior Office Assistant.** Ratify the Commission letter to Jennifer Salamena,

regarding the removal of their name from the Senior Office Assistant eligibility list.

3. Ratify the Commission letter to Patrick Mead, regarding placement of their name on the Utility Worker and Equipment Operator II reemployment lists.
4. Ratify the Commission letter to Jerad Renteria, regarding placement of their name on the Police Patrol Officer reemployment list.
5. Ratify the Commission decision to conduct T&E examinations for Accounting Technician IV, Community Risk Reduction Coordinator, Park Caretaker II-Irrigation Specialist, Senior HR Analyst, Tax Auditor and Wastewater Maintenance Supervisor.
6. Ratify the Commission letter to Mayor Gradisar about their request regarding psychological examinations.
7. Approve Forensic Truth Verification Group employee, Lewis Johnson, as polygraph examiner for the City of Pueblo.
8. Ratify the Commission letter to IAFF local 3 regarding notice of promotional exam date for Emergency Medical Officer.
9. Ratify the Commission letter to Scott Wheeler, regarding their objection with respect to the Wastewater Maintenance Supervisor position.

REGULAR AGENDA

1. Review the appeal submitted by Patricia McClain, relating to the removal of their name from the Code Enforcement Officer eligible list.

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

2. Submission of the eligible list for Accounting Technician IV.

Commission Action: Approve and certify the eligible list for the class title of Accounting Technician IV

3. Submission of the eligible list for Community Risk Reduction Coordinator.

Commission Action: Commission Action: Approve and certify the eligible list for the class title of Community Risk Reduction Coordinator

4. Submission of the eligible list for Park Caretaker II - Irrigation Specialist

Commission Action: Approve and certify the eligible list for the class title of Park Caretaker II - Irrigation Specialist

5. Submission of the eligible list for Planner.

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

6. 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

7. Submission of the eligible list for Tax Auditor.

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

8. Submission of the eligible list for Wastewater Maintenance Supervisor.

Commission Action: Approve and certify the eligible list for the class title of Wastewater Maintenance Supervisor

ADMINISTRATIVE ITEMS

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

ADJOURN