



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

**TUESDAY, FEBRUARY 28, 2023
11:00 AM**

Individuals Requiring Special Accommodations Should Notify the City's ADA Coordinator at (719) 553-2295 by 5:00 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 February 14, 2023

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, February 14, 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 Associate Engineer II - Wastewater** (due to an employee promotion). The open recruitment began on January 19, 2023 and ended on February 16, 2023. We received 0 applications. The updated open recruitment began on February 17 2023 and ends on March 23, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for April 4, 2023.
 - b 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.
 - c Code Enforcement Officer** (due to current and anticipated vacancies). The closed recruitment began on February 13, 2023 and ends on February 28, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for March 14, 2023.

- d 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 45 applications and 26 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for March 28, 2023.
- e Construction Inspector** (due to an additional FTE). The open recruitment began on February 9, 2023 and ends on March 2, 2023. We received 8 applications and all were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for March 14, 2023.
- f Emergency Services Dispatcher** (due to current and anticipated vacancies). The open recruitment began on December 29, 2022 and ended on February 16, 2023. We received 97 applications and 63 were approved for the exam. The exam is scheduled for March 2, 2023.
- g Fire Captain** (due to a contractual requirement). The closed recruitment began on February 26, 2023 and ends on March 11, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for March 27, 2023.
- h Fire Engineer** (due to a contractual requirement). The closed recruitment began on February 26, 2023 and ends on March 11, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for March 27, 2023.
- i 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 was administered on February 14, 2022. The eligibility list will be presented to the Commission for certification during this meeting.
- j Media Systems Specialist** (due to an additional FTE). The open recruitment began on January 31, 2023 and ended on February 23, 2023. We received 11 applications and 8 were approved, as of the date this agenda was prepared. The exam is scheduled for March 7, 2023.
- k MS4 Permit Coordinator** (due to an additional FTE). The open recruitment began on February 23, 2023 and ends on March 23, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for April 4, 2023.
- l Police Patrol Officer** (due to current and anticipated vacancies). The open recruitment began on February 17, 2023 and ends on May 3, 2023. We received 33 applications and 19 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for May 16, 2023.
- m Pretreatment Compliance Technician** (due to an additional FTE). The open recruitment began on January 24, 2023 and ended on February 16, 2023. We received 9 applications and 2 were approved for the exam. The T&E exam was administered on February 22, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
- n Program Coordinator-Sports** (due to an additional FTE). The open recruitment began on January 31, 2023 and ends on March 2, 2023. We received 15 applications and 3 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for March 14, 2023.
- o Public Works Projects Coordinator** (due to an additional FTE). The closed recruitment began on January 31, 2023 and ended on February 14, 2023. We received 1 application and it was approved for the exam. The T&E exam was administered on February 16, 2023. The eligibility list will be presented to the

Commission for certification during this meeting.

- p Tax Compliance Technician** (due to an employee separation). The open recruitment began on February 21, 2023 and ends on March 23, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for April 4, 2023.
- q 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 ended on February 23, 2023. We received 10 applications and 6 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 Steven Abeyta, Joshua Buckingham, Michelle Cordova, Travis Erickson, and Jeremiah Ocana, regarding the removal of their names from the Code Enforcement Officer eligibility list.
- b Firefighter.** Ratify the Commission letter to Demetrius Gilmore, regarding the removal of their name from the Firefighter eligibility list.
- c Office Assistant.** Ratify the Commission letters to Brooklynn Enriquez, Benjamin Haurert, and Amber Ramirez, regarding the removal of their names from the Office Assistant eligibility list.
- d Police Patrol Officer.** Ratify the Commission letter to Sean Valdez, regarding the removal of their name from the Police Patrol Officer eligibility list.
- e Tax Auditor.** Ratify the Commission letter to Tina Malespini, regarding the removal of their name from the Tax Auditor eligibility list.
- f Utility Worker.** Ratify the Commission letter to Derick Crist, regarding the removal of their name from the Utility Worker eligibility list.

3. Appeal decision letters.

- a Code Enforcement Officer.** Ratify the Commission letter to Patricia McClain, regarding the rejection of their appeal to the removal of their name from the Code Enforcement eligible list.

4. Ratify the Commission decision to conduct T&E examinations for Pretreatment Compliance Technician and Public Works Projects Coordinator.

REGULAR AGENDA

1. Submission of the eligible list for Marketing and Recruitment Specialist.

Commission Action: Approve and certify the eligible list for the class title of Marketing and Recruitment Specialist

2. Submission of the eligible list for Pretreatment Compliance Technician.

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

3. Submission of the eligible list for Public Works Projects Coordinator.

Commission Action: Approve and certify the eligible list for the class title of Public Works Projects Coordinator

ADMINISTRATIVE ITEMS

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

ADJOURN