



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

**TUESDAY, MARCH 14, 2023
11:00 AM**

Individuals Requiring Special Accommodations Should Notify the City's ADA Coordinator at (719) 553-2295 by 5 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 28, 2023

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, February 28, 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 updated open recruitment began on February 17 2023 and ends on March 23, 2023. We received 1 application as of the date this agenda was prepared. The exam is scheduled for April 4, 2023.
 - b **Budget Analyst** (due to an additional FTE). The open recruitment began on March 8, 2023 and ends on March 30, 2023. We received 2 applications and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 11, 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 **Civil Engineer / Transportation** (due to an employee resignation). The open

recruitment began on March 8, 2023 and ends on March 30, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for April 11, 2023.

- e **Code Enforcement Officer** (due to current and anticipated vacancies). The closed recruitment began on February 13, 2023 and ended on February 28, 2023. We received 0 applications. The open recruitment began on March 1, 2023 and ends on March 23, 2023. We received 28 applications and 15 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 4, 2023.
- f **Community Risk Reduction Coordinator** (due to an additional FTE). The open recruitment began on March 12, 2023 and ends on April 2, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for April 18, 2023.
- g **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 82 applications and 44 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for March 28, 2023.
- h **Construction Inspector** (due to an additional FTE). The open recruitment began on February 9, 2023 and ended on March 2, 2023. We received 13 applications and 12 were approved for the exam. The exam is scheduled for March 14, 2023.
- i **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 was administered on March 2, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
- j **Fire Captain** (due to a contractual requirement). The closed recruitment began on February 26, 2023 and ended on March 11, 2023. We received 22 applications and 21 were approved for the exam as of the date this agenda was prepared. The exam is scheduled for March 27, 2023.
- k **Fire Engineer** (due to a contractual requirement). The closed recruitment began on February 26, 2023 and ended on March 11, 2023. We received 5 applications and all were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for March 27, 2023.
- l **HR Analyst II** (due to an employee promotion). The open recruitment began on March 2, 2023 and ends on March 30, 2023. We received 7 applications and 1 was approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 11, 2023.
- m **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 for the exam. The exam was administered on March 7, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
- n **MS4 Permit Coordinator** (due to an additional FTE). The open recruitment began on February 23, 2023 and ends on March 23, 2023. We received 1 application as of the date this agenda was prepared. The exam is scheduled for April 4, 2023.
- o **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 59 applications and 29 were approved for the exam, as of the date this agenda was

prepared. The exam is scheduled for May 16, 2023.

- p Police Sergeant** (due to contractual agreement). The closed recruitment began on March 12, 2023 and ends on March 26, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for April 11, 2023.
- q Program Coordinator-Sports** (due to an additional FTE). The open recruitment began on January 31, 2023 and ended on March 2, 2023. We received 20 applications and 6 were approved for the exam. The exam is scheduled for March 14, 2023.
- r Senior Office Assistant** (to establish a new list). The closed recruitment began on March 1, 2023 and ends on March 16, 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 April 4, 2023.
- s Tax Compliance Technician** (due to an employee separation). The open recruitment began on February 21, 2023 and ends on March 23, 2023. We received 5 applications and 4 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 4, 2023.
- t Utility Worker** (due to current and anticipated vacancies). The open recruitment began on March 1, 2023 and ends on March 23, 2023. We received 10 applications and 4 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 4, 2023.
- u Wastewater Maintenance Coordinator** (due to an employee promotion). The open recruitment began on March 12, 2023 and ends on April 2, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for April 18, 2023.
- v 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. The exam was administered on March 7, 2023. The eligibility list will be presented to the Commission for certification during this meeting.

2. Removals from the eligible list.

- a Community Risk Reduction Coordinator.** Ratify the Commission letter to Taylor O'Neal, regarding the removal of their name from the Community Risk Reduction Coordinator eligibility list.
- b Equipment Operator IV.** Ratify the Commission letter to William Peacock, regarding the removal of their name from the Equipment Operator IV eligibility list.
- c Firefighter.** Ratify the Commission letter to Adam Osborn, regarding the removal of their name from the Firefighter eligibility list.
- d Planner.** Ratify the Commission letter to Guillermo Ramos, regarding the removal of their name from the Planner eligibility list.
- e Tax Auditor.** Ratify the Commission letter to Tatiana Calvo, regarding the removal of their name from the Tax Auditor eligibility list.
- f Utility Worker.** Ratify the Commission letters to Lorenzo Arellano, Kenneth Nielson, and Jason Tompkins, regarding the removal of their names from the Utility Worker eligibility list.

3. Ratify the Commission letter to Alizae Brooks, regarding placement of their name on the Emergency Services Dispatcher re-employment list.

REGULAR AGENDA

1. Review the appeal submitted by William Peacock, relating to the removal of their name from the Equipment Operator IV eligible list.

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

2. Submission of the eligible list for Emergency Services Dispatcher.

Commission Action: Approve and certify the eligible list for the class title of Emergency Services Dispatcher

3. Submission of the eligible list for Media Systems Specialist.

Commission Action: Approve and certify the eligible list for the class title of Media Systems Specialist

4. Submission of the eligible list for Water Reclamation Worker.

Commission Action: Approve and certify the eligible list for the class title of Water Reclamation Worker

ADMINISTRATIVE ITEMS

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

ADJOURN