



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

**TUESDAY, MARCH 28, 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 March 14, 2023

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, March 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 updated open recruitment began on February 17 2023 and ended 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 8 applications and 2 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 2 applications and 1 was approved for the exam. The T&E exam was administered on March 20, 2023. The eligibility list will be presented to the Commission for certification during this meeting.

- 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 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.
- e Code Enforcement Officer** (due to current and anticipated vacancies). The open recruitment began on March 1, 2023 and ended on March 23, 2023. We received 78 applications and 63 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 5 applications and 2 were approved for the exam, 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 ended on March 16, 2023. We received 108 applications and 85 were approved for the exam. 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 was administered on March 14, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
- i Equipment Operator II** (due to current and anticipated vacancies). The closed recruitment began on March 22, 2023 and ends on April 6, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for April 18, 2023.
- j Fire Captain** (due to a contractual requirement). The closed recruitment began on February 26, 2023 and ended on March 11, 2023. We received 29 applications and all were approved for the exam. 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 6 applications and all were approved for the exam. 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 11 applications and 2 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 11, 2023.
- m MS4 Permit Coordinator** (due to an additional FTE). The open recruitment began on February 23, 2023 and ended on March 23, 2023. We received 1 application as of the date this agenda was prepared. The exam is scheduled for April 4, 2023.
- n 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 76 applications and 46 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for May 16, 2023.
- o Police Sergeant** (due to contractual agreement). The closed recruitment began on March 12, 2023 and ended on March 26, 2023. We received 12 applications and 11 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 11, 2023.
- p 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 was administered on March 14, 2023. The eligibility list will be presented to the Commission for certification during this meeting.

- q Senior GIS Administrator** (due to an employee retirement). The open recruitment began on March 16, 2023 and ends on April 6, 2023. We received 0 applications, as of the date this agenda was prepared. The exam is scheduled for April 18, 2023.
- r Senior Office Assistant** (to establish a new list). The closed recruitment began on March 1, 2023 and ended on March 16, 2023. We received 4 applications and 3 were approved for the exam. The T&E exam was administered on March 17, 2023. The Rule 23 appeal period ends on March 31, 2023.
- s Tax Compliance Technician** (due to an employee separation). The open recruitment began on February 21, 2023 and ended on March 23, 2023. We received 8 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 Traffic Engineer** (due to an employee separation). The open recruitment began on March 23, 2023 and ends on April 20, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for May 2, 2023.
- u Utility Worker** (due to current and anticipated vacancies). The open recruitment began on March 1, 2023 and ended on March 23, 2023. We received 28 applications and 17 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 4, 2023.
- v Wastewater Maintenance Coordinator** (due to an employee promotion). The open recruitment began on March 12, 2023 and ends on April 2, 2023. We received 4 applications, and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 18, 2023.

2. Removals from the eligible list.

- a Emergency Services Dispatcher.** Ratify the Commission letter to Zoya Engelking, regarding the removal of their name from the Emergency Services Dispatcher eligibility list.
- b Office Assistant.** Ratify the Commission letter to Felecia Black, regarding the removal of their name from the Office Assistant eligibility list.
- c Police Patrol Officer.** Ratify the Commission letters to Eric Alires, Carlos Blanco, Mark Castro, Shawn Craig, Devin Hampton, Michael Haynes, Hector Hernandez, Garrett Larkin, Katrina Kelly, Duman Mondragon, Latreia Newbins, Dominic Policiano, Kellani Richards, Mina Sais, Sergio Salinas, Josiah Sanchez, Mikayla Smith, Benjamin Solano, and Christina Valdes, regarding the removal of their names from the Police Patrol Officer eligibility list.
- d Tax Auditor.** Ratify the Commission letter to Amanda Treacy, regarding the removal of their name from the Tax Auditor eligibility list.

3. Appeal decision letters.

- a Equipment Operator IV.** Ratify the Commission letter to William Peacock, regarding the approval of their appeal to the removal of their name from the Equipment Operator IV eligible list.

4. Ratify the Commission's decision to conduct T&E examinations for Civil Engineer/Drainage

and Senior Office Assistant.

REGULAR AGENDA

1. Review the appeal submitted by Carlos Blanco, relating to the removal of their name from the Police Patrol Officer eligible list.

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

2. Review the appeal submitted by Amber Carter, relating to the rejection of their application to the Senior Office Assistant exam.

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

3. 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

4. Submission of the eligible list for Construction Inspector.

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

5. Submission of the eligible list for Program Coordinator - Sports.

Commission Action: Approve and certify the eligible list for the class title of Program Coordinator - Sports

ADMINISTRATIVE ITEMS

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

ADJOURN