



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

**TUESDAY, APRIL 11, 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 March 28, 2023

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, March 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 ended on March 23, 2023. We received 1 application and 0 were approved for the exam. We are awaiting direction from the Department on how to proceed.
 - b Auto Mechanic** (due to an employee retirement). The closed recruitment began on March 29, 2023 and ends on April 13, 2023. We received 0 applications and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 25, 2023.
 - c Budget Analyst** (due to an additional FTE). The open recruitment began on March 8, 2023 and ended on March 30, 2023. We received 19 applications and 12 were approved for the exam. The exam is scheduled for April 11, 2023.
 - d Civil Engineer / Transportation** (due to an employee resignation). The open

recruitment began on March 8, 2023 and ended on March 30, 2023. We received 2 applications and 1 was approved for the exam. The T&E exam was administered on March 31, 2023. The eligibility list will be presented to the Commission for certification during this meeting.

- 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 84 applications and 71 were approved for the exam. The exam was administered on April 4, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
- f **Community Risk Reduction Coordinator** (due to an additional FTE). The open recruitment began on March 12, 2023 and ended on April 2, 2023. We received 10 applications and 2 were approved for the exam, as of the date this agenda was prepared. The T&E exam was administered on April 5, 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 was administered on March 28, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
- h **Equipment Operator II** (due to current and anticipated vacancies). The closed recruitment began on March 22, 2023 and ended on April 6, 2023. We received 2 applications and 1 was approved for the exam. The T&E exam was administered on April 7, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
- i **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 was administered on March 27, 2023. The Rule 23 appeal deadline was April 10, 2023.
- j **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 was administered on March 27, 2023. The Rule 23 appeal deadline was April 10, 2023.
- k **HR Analyst II** (due to an employee promotion). The open recruitment began on March 2, 2023 and ended on March 30, 2023. We received 15 applications and 3 were approved for the exam. The T&E exam was administered on April 4, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
- l **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 and 0 were approved for the exam. We are awaiting for direction from the Department on how to proceed.
- m **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 102 applications and 68 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for May 16, 2023.
- n **Police Sergeant** (due to contractual agreement). The closed recruitment began on March 12, 2023 and ended on March 26, 2023. We received 16 applications and all were approved for the exam. The exam is scheduled for April 11, 2023.
- o **Senior GIS Administrator** (due to an employee retirement). The open recruitment

began on March 16, 2023 and ended on April 6, 2023. We received 3 applications and 2 were approved for the exam. The T&E exam was administered on April 7, 2023. The eligibility list will be presented to the Commission for certification during this meeting.

- p 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 eligibility list will be presented to the Commission for certification during this meeting.
- q Senior Planner** (due to an employee promotion). The open recruitment began on April 9, 2023 and ends on May 11, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for May 23, 2023.
- r Sweeper Operator** (due to an employee promotion). The closed recruitment began on March 29, 2023 and ends on April 13, 2023. We received 2 applications and all were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 25, 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. The T&E exam was administered on March 29, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
- 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 30 applications and 20 were approved for the exam. The exam was administered on April 4, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
- v Wastewater Maintenance Coordinator** (due to an employee promotion). The open recruitment began on March 12, 2023 and ended on April 2, 2023. We received 9 applications and 2 were approved for the exam. The T&E exam was administered on April 4, 2023. The eligibility list will be presented to the Commission for certification during this meeting.

2. Appeal decision letters.

- a Police Patrol Officer.** Ratify the Commission letter to Carlos Blanco, regarding the rejection of their appeal to the removal of their name from the Police Patrol Officer eligible list.
- b Senior Office Assistant.** Ratify the Commission letter to Amber Carter, regarding the rejection of their appeal to the rejection of their application for the Senior Office Assistant examination.

3. Removals from the eligible list.

- a Emergency Services Dispatcher.** Ratify the Commission letters to Malachi Gonzales and Paysley Romine, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
- b Firefighter.** Ratify the Commission letters to Brooklynn Abraham, Rudy Gonzales, Aaron Kacala, Lyle Mrace, and Lucas Vasquez, regarding the removal of their names

from the Firefighter eligibility list.

- c Media Systems Specialist.** Ratify the Commission letter to Eric Neyer, regarding the removal of their name from the Media Systems Specialist eligibility list.
 - d Office Assistant.** Ratify the Commission letters to Katherine Adams, Jeri Bond, Maria Childress, Rosie Freeman, Lindsie Pacheco, Patricia Stanker, and Cheryl Whitehead, regarding the removal of their names from the Office Assistant eligibility list.
 - e Police Patrol Officer.** Ratify the Commission letters to Daniel Archer-Shee, Daniel Case, Michael Esquilin, Gabriel Galdamez, Alberto Gomez, Zachary Gutierrez, Ronnie Hendricks, Clifford Horn, Leo Jim III, John Keller, Robert Manchengo Jr., Briana Masopust, Isaac Mathews, Daniel Miller II, Mathew Montez, Gabriel Pacheco, Greg Reeve, Jerad Renteria, Kiki Seto, Shadi Taki, Kaydee Vasco, Fernando Vasquez, and Jared Vigil, regarding the removal of their names from the Police Patrol Officer eligibility list.
4. Ratify the Commission's decision to conduct T&E examinations for Civil Engineer/Transportation, Community Risk Reduction Coordinator, Equipment Operator II, HR Analyst II, Senior GIS Administrator, Tax Compliance Technician, and Wastewater Maintenance Coordinator.

REGULAR AGENDA

- 1. Review the appeal submitted by Dennis Caro, relating to the rejection of their Code Enforcement Officer exam application.
Commission Action: Sustain, reject, or set for formal hearing
- 2. Review the appeal submitted by Gabriel Galdamez, relating to the removal of their name from the Police Patrol Officer eligible list.
Commission Action: Sustain, reject, or set for formal hearing
- 3. Review the appeal submitted by Isaac Mathews, relating to the removal of their name from the Police Patrol Officer eligible list.
Commission Action: Sustain, reject, or set for formal hearing
- 4. Review the appeal submitted by Brenda Trujillo, relating to the rejection of their application to the HR Analyst II exam.
Commission Action: Sustain, reject, or set for formal hearing
- 5. Submission of the eligible list for Civil Engineer - Transportation.
Commission Action: Approve and certify the eligible list for the class title of Civil Engineer - Transportation
- 6. Submission of the eligible list for Code Enforcement Officer.
Commission Action: Approve and certify the eligible list for the class title of Code Enforcement Officer
- 7. Submission of the eligible list for Community Service Officer.
Commission Action: Approve and certify the eligible list for the class title of Community Service Officer
- 8. Submission of the eligible list for Equipment Operator II.
Commission Action: Approve and certify the eligible list for the class title of Equipment

Operator II

9. Submission of the eligible list for HR Analyst II.

Commission Action: Approve and certify the eligible list for the class title of HR Analyst II

10. Submission of the eligible list for Senior GIS Administrator.

Commission Action: Approve and certify the eligible list for the class title of Senior GIS Administrator

11. Submission of the eligible list for Senior Office Assistant.

Commission Action: Approve and certify the eligible list for the class title of Senior Office Assistant

12. Submission of the eligible list for Tax Compliance Technician.

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

13. Submission of the eligible list for Utility Worker.

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

14. Submission of the eligible list for Wastewater Maintenance Coordinator.

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

ADMINISTRATIVE ITEMS

1. Introduction of Luke Hawk, Marketing and Recruitment Specialist
2. Set the date for the next Civil Service Commission Meeting.

ADJOURN