



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

**TUESDAY, APRIL 25, 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 April 11, 2023

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, April 11, 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 Auto Mechanic** (due to an employee retirement). The closed recruitment began on March 29, 2023 and ended on April 13, 2023. We received 0 applications. The open recruitment began on April 14, 2023 and ends on May 11, 2023. We received 1 application, as of the date this agenda was prepared. The exam is scheduled for May 23, 2023.
 - b 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 was administered on April 11, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
 - c 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. The T&E exam was administered on April 5, 2023. The eligibility list will be presented to the Commission for certification

during this meeting.

- d Equipment Operator II** (due to current and anticipated vacancies). The closed recruitment began on April 13, 2023 and ends on April 27, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for May 8, 2023.
- e 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. Contingent on the Commission's ruling on the Rule 23 appeals, the eligibility list will be presented to the Commission for certification during this meeting.
- f 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. We are waiting for the test developer to provide recommendations on the submitted appeals.
- g HR Analyst II** (due to an employee promotion). The open recruitment began on April 20, 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.
- h Office Assistant** (due to current and anticipated vacancies). The open recruitment began on April 20, 2023 and ends on May 11, 2023. We received 3 applications and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for May 23, 2023.
- i Park Caretaker II** (due to an employee promotion). The open recruitment began on April 13, 2023 and ends on April 27, 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 May 8, 2023.
- j 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 122 applications and 82 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for May 16, 2023.
- k 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 was administered on April 11, 2023. The Rule 23 appeal period ends on April 25, 2023.
- l Program Coordinator - Housing** (due to an additional FTE). The open recruitment began on April 21, 2023 and ends on May 14, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for May 30, 2023.
- m Senior Planner** (due to an employee promotion). The open recruitment began on April 9, 2023 and ends on May 11, 2023. We received 1 application and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for May 23, 2023.
- n Sweeper Operator** (due to an employee promotion). The closed recruitment began on March 29, 2023 and ended on April 13, 2023. We received 3 applications and all were approved for the exam. The T&E exam was administered on April 17, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
- o Traffic Engineer** (due to an employee separation). The open recruitment began on

March 23, 2023 and ended on April 20, 2023. We received 1 application as of the date this agenda was prepared. The exam is scheduled for May 2, 2023.

- p **Wastewater Maintenance Coordinator** (due to an employee promotion). The open recruitment began on April 20, 2023 and ends on May 25, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for June 6, 2023.

2. Appeal decision letters.

- a **Code Enforcement Officer.** Ratify the Commission letter to Dennis Caro, regarding the approval of their appeal to the rejection of their application for the Code Enforcement Officer examination.
- b **Police Patrol Officer.** Ratify the Commission letters to Gabriel Galdamez and Isaac Mathews, regarding the rejection of their appeals to the removal of their names from the Police Patrol Officer eligible list.
- c **HR Analyst II.** Ratify the Commission letter to Brenda Trujillo, regarding the rejection of their appeal to the rejection of their application for the HR Analyst II examination.

3. Removals from the eligible list.

- a **Code Enforcement Officer.** Ratify the Commission letter to Shane Hughbanks, regarding the removal of their name from the Code Enforcement Officer eligibility list.
- b **Community Service Officer.** Ratify the Commission letters to Jason Arguello and Jocelyn Tilley, regarding the removal of their names from the Community Service Officer eligibility list.
- c **HR Analyst II.** Ratify the Commission letters to Marisa Cicco and Melissa King, regarding the removal of their names from the HR Analyst II eligibility list.
- d **Office Assistant.** Ratify the Commission letters to Christian Avila, Kristie Baca, Russell Bayer, Sam Biondalillo, Jessica Gutierrez, Sam Ingo, Eulalia Martinez, and David Vigil, regarding the removal of their names from the Office Assistant eligibility list.
- e **Park Caretaker II** Ratify the Commission letter to Adams Combs, regarding the removal of their name from the Park Caretaker II eligibility list.
- f **Police Patrol Officer.** Ratify the Commission letters to Robert Boyer III, Kristofer Martinez, Cheston Reyes, Ronald Sasaoka, and Aaron Taylor, regarding the removal of their names from the Police Patrol Officer eligibility list.
- g **Wastewater Maintenance Coordinator.** Ratify the Commission letter to John Qaqish regarding the removal of their name from the Wastewater Maintenance Coordinator eligibility list.

4. Ratify the Commission letter to Paula Mendoza, regarding placement of their name on the Emergency Services Dispatcher reemployment list.

5. Ratify the Commission decision to conduct a T&E examination for Sweeper Operator.

REGULAR AGENDA

- 1. Review the appeal submitted by Sam Biondolillo, relating to the removal of their name from the Office Assistant eligible list.

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

2. Review the appeal submitted by John Keller, 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 Jared Vigil, 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 Travis Allee, relating to the content of the Fire Captain exam.

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

5. Review the appeal submitted by Matthew Cornella, relating to the content of the Fire Captain exam.

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

6. Review the appeal submitted by Spencer Craig, relating to the content of the Fire Captain exam.

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

7. Review the appeal submitted by Brian Garcia, relating to the content of the Fire Captain exam.

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

8. Review the appeal submitted by Frank Guasta, relating to the content of the Fire Captain exam.

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

9. Review the appeal submitted by Daniel Jones, relating to the content of the Fire Captain exam.

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

10. Review the appeal submitted by Paul Luebke, relating to the content of the Fire Captain exam.

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

11. Review the appeal submitted by Matthew Pike, relating to the content of the Fire Captain exam.

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

12. Review the appeal submitted by Nathan Schwalm, relating to the content of the Fire Captain exam.

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

13. Review the appeal submitted by Matthew Stringer, relating to the content of the Fire Captain exam.

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

14. Review the appeal submitted by Michael Tucci, relating to the content of the Fire Captain exam.

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

15. Submission of the eligible list for Budget Analyst.

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

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

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

17. Submission of the eligible list for Fire Captain.

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

18. Submission of the eligible list for Sweeper Operator.

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

ADMINISTRATIVE ITEMS

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

ADJOURN