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

TUESDAY, MAY 9, 2023
11:00 AM

Individuals Requiring Special Accommodations Should Notify the City's ADA Coordinator at (719) 553-2295 by Noon on the Monday Preceding the Meeting.

Agenda

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

1. Regular meeting of April 25, 2023

   Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, April 25, 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 **Community Risk Reduction Coordinator** (due to an additional FTE). The open recruitment began on April 28, 2023 and ends on May 21, 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 June 6, 2023.

   c **Emergency Medical Officer** (due to contractual requirements). The closed recruitment began on May 9, 2023 and ends on May 24, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for June 6, 2023.

d **Equipment Operator II** (due to current and anticipated vacancies). The closed recruitment began on April 13, 2023 and ended on April 27, 2023. We received 0 applications. The updated closed recruitment began on April 28, 2023 and ends on May 14, 2023. We received 2 applications and both were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for May 30, 2023.

e **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.

f **HR Analyst II** (due to an employee promotion). The open recruitment began on April 20, 2023 and ends on May 11, 2023. We received 12 applications and 2 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for May 23, 2023.

g **Office Assistant** (due to current and anticipated vacancies). The open recruitment began on April 20, 2023 and ends on May 11, 2023. We received 34 applications and 16 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for May 23, 2023.

h **Park Caretaker II** (due to an employee promotion). The closed recruitment began on April 13, 2023 and ended on April 27, 2023. We received 4 applications and 3 were approved for the exam. The T&E exam was administered on May 3, 2023. The Rule 23 appeal period ends on May 17, 2023.

i **Police Patrol Officer** (due to current and anticipated vacancies). The open recruitment began on February 17, 2023 and ended on May 3, 2023. We received 146 applications and 107 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for May 16, 2023.

j **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 eligibility list will be presented to the Commission for certification during this meeting.

k **Program Coordinator - Housing** (due to an additional FTE). The open recruitment began on April 21, 2023 and ends on May 14, 2023. We received 6 applications and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for May 30, 2023.

l **Senior Planner** (due to an employee promotion). The open recruitment began on April 9, 2023 and ends on May 11, 2023. We received 2 application and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for May 23, 2023.

m **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 and it was approved for the exam. The T&E exam was administered on April 25, 2023. The eligibility list will be presented to the Commission for certification during this meeting.

n **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.

o **Wastewater Operator A** (due to an employee separation). The closed recruitment began on April 28, 2023 and ends on May 14, 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 30, 2023.

2. Appeal decision letters.

   a **Fire Captain.** Ratify the Commission letters to Travis Allee, Matthew Cornella, Spencer Craig, Brian Garcia, Frank Guasta, Daniel Jones, Paul Luebke, Matthew Pike, Nathan Schwalm, Matt Stringer, and Michael Tucci, regarding their appeal to the content of the Fire Captain exam.

   b **Office Assistant.** Ratify the Commission letter to Sam Biondolillo, regarding the rejection of their appeal to the removal of their name from the Office Assistant eligible list.

   c **Police Patrol Officer.** Ratify the Commission letters to John Keller and Jared Vigil, regarding the rejection of their appeals to the removal of their names from the Police Patrol Officer eligible list.

3. Removals from the eligible list.

   a **Accounting Technician IV.** Ratify the Commission letter to Melissa Torguson, regarding the removal of their name from the Accounting Technician IV eligible list.

   b **Budget Analyst.** Ratify the Commission letter to Brandon Shaw, regarding the removal of their name from the Budget Analyst eligibility list.

   c **Code Enforcement Officer.** Ratify the Commission letters to Ashley Grady and Michael Lohmann regarding the removal of their names from the Code Enforcement Officer eligible list.

   d **Community Risk Reduction Coordinator.** Ratify the Commission letter to Liam Keating, regarding the removal of their name from the Community Risk Reduction Coordinator eligible list.

   e **Community Service Officer.** Ratify the Commission letters to Michael Lohmann, Patricia O'Steen, Friday Otuya and Theo Sager, regarding the removal of their names from the Community Service Officer eligible list.

   f **Emergency Services Dispatcher.** Ratify the Commission letters to Sarah Carillo, Melissa Contreras, Erica Olivas, Jocelyn Tilley and Krystal Vigil, regarding the removal of their names from the Emergency Services Dispatcher eligible list.

4. Ratify the Commission letter to Kiel Wahl, regarding placement of their name on the Firefighter and Emergency Medical Officer reemployment lists.

5. Ratify the Commission decision to conduct T&E examinations for Park Caretaker II and Traffic Engineer.

6. Approve Forensic Truth Verification Group employees, Eliza Glasstetter and Micah Johnson, as polygraph examiners for the City of Pueblo.

REGULAR AGENDA

1. Review the appeal submitted by Garrett Dexter, relating to the content of the Fire Engineer exam.

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

2. Review the appeal submitted by Jason Hayes, relating to the content of the Fire Engineer exam.

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

3. Review the appeal submitted by Matthew Johnson, relating to the content of the Fire Engineer exam.

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

4. Submission of the eligible list for Police Sergeant.

   Commission Action:
   Approve and certify the eligible list for the class title of Police Sergeant

5. Submission of the eligible list for Traffic Engineer.

   Commission Action: Approve and certify the eligible list for the class title of Traffic Engineer

ADMINISTRATIVE ITEMS

1. Staff summary regarding the Fort Carson Employer Appreciation ceremony.
2. Set the date for the next Civil Service Commission Meeting.

ADJOURN