



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

**TUESDAY, MAY 23, 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 May 9, 2023

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, May 9, 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 Accounting Technician IV** (due to an employee separation). The closed recruitment began on May 11, 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.
 - b Auto Mechanic** (due to two vacancies). The open recruitment began on April 14, 2023 and ended on May 11, 2023. We received 2 applications and both were approved for the exam. The T&E exam was administered on May 17, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
 - c Civil Engineer / Transportation** (due to an additional FTE). The open recruitment began on May 11, 2023 and ends on June 4, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for June 20, 2023.
 - d Community Risk Reduction Coordinator** (due to an additional FTE). The open recruitment began on April 28, 2023 and ended on May 21, 2023. We received 12 applications and 9 were approved for the exam, as of the date this agenda was

prepared. The exam is scheduled for June 6, 2023.

- e **Emergency Medical Officer** (due to contractual requirements). The closed recruitment began on May 9, 2023 and ends on May 24, 2023. We received 4 applications and 3 were approved for the exam as of the date this agenda was prepared. The exam is scheduled for June 6, 2023.
- f **Equipment Operator II** (due to current and anticipated vacancies). The updated closed recruitment began on April 28, 2023 and ended on May 14, 2023. We received 3 applications and 2 were approved for the exam, as of the date this agenda was prepared. The Rule 17 appeal period ends on May 25, 2023.
- g **HR Analyst II** (due to an employee promotion). The open recruitment began on April 20, 2023 and ended on May 11, 2023. We received 14 applications and 5 were approved for the exam. The Rule 17 appeal period ends on May 21, 2023. The exam is scheduled for May 23, 2023.
- h **Inspector - Stormwater** (due to an employee separation). The closed recruitment began on May 11, 2023 and ends on May 25, 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 June 6, 2023.
- i **Office Assistant** (due to current and anticipated vacancies). The open recruitment began on April 20, 2023 and ended on May 11, 2023. We received 50 applications and 28 were approved for the exam. The exam is scheduled for May 23, 2023.
- j **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 eligibility list will be presented to the Commission for certification during this meeting.
- k **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. The exam was administered on May 16, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
- l **Program Coordinator - Housing** (due to an additional FTE). The open recruitment began on April 21, 2023 and ended on May 14, 2023. We received 12 applications and 6 were approved for the exam. The exam is scheduled for May 30, 2023.
- m **Public Works Asset Coordinator** (due to an additional FTE). The closed recruitment began on May 11, 2023 and ends on May 25, 2023. We received 1 application and it was approved for the exam, as of the date this agenda was prepared. The exam is scheduled for June 6, 2023.
- n **Senior Planner** (due to an employee promotion). The open recruitment began on April 9, 2023 and ended on May 11, 2023. We received 4 applications and 0 were approved for the exam. The Rule 17 appeal period ends on May 28, 2023.
- o **Tax Auditor I** (due to an employee separation). The open recruitment began on May 16, 2023 and ends on June 15, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for June 27, 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.

- q **Wastewater Operator A** (due to an employee separation). The closed recruitment began on April 28, 2023 and ended on May 14, 2023. We received 3 applications and all were approved for the exam. The T&E exam was administered on May 17, 2023. The eligibility list will be presented to the Commission for certification during this meeting.
- 2. Appeal decision letters.
 - a **Fire Engineer.** Ratify the Commission letters to Garrett Dexter, Jason Hayes, and Matthew Johnson, regarding their appeals to the content of the Fire Engineer written exam.
- 3. Removals from the eligible list.
 - a **Accountant I.** Ratify the Commission letters to Kimberly Jordan, Callie Moyers, Alexander Okopien, and Romana Rodriguez regarding the removal of their names from the Accountant I eligibility list.
 - b **Accounting Technician IV.** Ratify the Commission letters to Jolina Montoya and Rachelle Salinas regarding the removal of their names from the Accounting Technician IV eligible list.
 - c **Administrative Technician.** Ratify the Commission letter to Beth Mauro regarding the removal of their name from the Administrative Technician eligible list.
 - d **Airport Operations/Maintenance Worker.** Ratify the Commission letters to Philipp Chipunov, Tyrell Furney, Mark Uhernik, and Dixon Villers, regarding the removal of their names from the Airport Operations/Maintenance Worker eligible list.
 - e **Civil Engineer / Transportation.** Ratify the Commission letter to Aaron Brice regarding the removal of their name from the Civil Engineer / Transportation eligible list.
 - f **Code Enforcement Officer.** Ratify the Commission letter to Rusty Camille, regarding the removal of their name from the Code Enforcement Officer eligible list.
 - g **Emergency Services Dispatcher.** Ratify the Commission letters to Lillian Beckwith, Theresa Blattler, Andrea Gonzales, Ashley Markowski, Gavin Martinez, Jeremy Potter, and Guillermo Ramos, regarding the removal of their names from the Emergency Services Dispatcher eligible list.
 - h **Inspector-Stormwater.** Ratify the Commission letter to Gregory DuBois, regarding the removal of their name from the Inspector-Stormwater eligible list.
 - i **Laboratory Pretreatment Specialist.** Ratify the Commission letters to Abiraami Ramasamy, Jair Flores and Carmen Solitt, regarding the removal of their names from the Laboratory Pretreatment Specialist eligible list.
 - j **Utility Worker.** Ratify the Commission letters to Andrew Cross-Romero, Patrick Hurtado, and John Shadel regarding the removal of their names from the Utility Worker eligible list.
- 4. Reemployment List.
 - a Ratify the Commission letter to Mallory Bensik, regarding the placement of their name on the Administrative Technician reemployment list.
 - b Ratify the Commission letter to Roddrick Lincoln, regarding the placement of their name on the Police Patrol Officer reemployment list.
- 5. Ratify the Commission decision to conduct T&E examinations for Auto Mechanic,

Equipment Operator II, and Wastewater Operator A.

REGULAR AGENDA

1. Review the appeal submitted by Sandy Santti, relating to the rejection of their application for the Police Patrol Officer exam.

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

2. Review the appeal submitted by John Shadel, relating to the removal of their name from the Utility Worker eligible list.

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

3. Submission of the eligible list for Auto Mechanic.

Commission Action:

Approve and certify the eligible list for the class title of Auto Mechanic

4. Submission of the eligible list for Park Caretaker II.

Commission Action:

Approve and certify the eligible list for the class title of Park Caretaker II

5. Submission of the eligible list for Police Patrol Officer.

Commission Action:

Approve and certify the eligible list for the class title of Police Patrol Officer

6. Submission of the eligible list for Wastewater Operator A.

Commission Action:

Approve and certify the eligible list for the class title of Wastewater Operator A

ADMINISTRATIVE ITEMS

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

ADJOURN