



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

**TUESDAY, JUNE 13, 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 23, 2023

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, May 23, 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 ended on May 25, 2023. We received 0 applications. The open recruitment began on May 26, 2023 and ends on June 25, 2023. We received 9 applications and 2 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for July 11, 2023.
 - b Administrative Technician** (due to current and anticipated vacancies). The closed recruitment began on May 31, 2023 and ends on June 14, 2023. We received 4 applications and 4 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for June 27, 2023.
 - c Airport Operations/Maintenance Worker** (due to two vacancies). The open recruitment began on May 30, 2023 and ends on June 25, 2023. We received 17 applications and 7 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for July 11, 2023.

- d Auto Mechanic** (due to an employee separation). The closed recruitment began on June 8, 2023 and ends on June 22, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for July 5, 2023.
- e Civil Engineer / Transportation** (due to an additional FTE). The open recruitment began on May 11, 2023 and ended on June 4, 2023. We received 1 application and it was approved for the exam. The T&E exam was administered on June 8, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- f Civil Engineer / Wastewater** (due to the conversion of a vacant FTE). The open recruitment began on June 9, 2023 and ends on July 6, 2023. We received 0 applications, as of the date this agenda was prepared. The exam is scheduled for July 18, 2023.
- g Code Enforcement Officer** (due to current and anticipated vacancies). The closed recruitment began on June 8, 2023 and ends on June 22, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for July 5, 2023.
- h 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 13 applications and 10 were approved for the exam. The exam was administered on June 6, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- i Emergency Medical Officer** (due to contractual requirements). The closed recruitment began on May 9, 2023 and ended on May 24, 2023. We received 4 applications and all were approved for the exam. The exam was administered on June 6, 2023. The Rule 23 appeal period ends on June 21, 2023.
- j Emergency Services Dispatch Supervisor** (due to an employee transfer). The closed recruitment began on June 8, 2023 and ends on June 22, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for July 10, 2023.
- k Emergency Services Dispatcher** (due to current and anticipated vacancies). The open recruitment began on June 2, 2023 and ends on July 6, 2023. We received 20 applications and 14 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for July 18, 2023.
- l 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. The T&E exam was administered on May 31, 2023. The eligible list will be presented to the Commission for certification during this meeting. Because there are more vacancies than eligible candidates, the updated closed recruitment began on June 8, 2023 and ends on June 22, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for July 5, 2023.
- m Inspector - Stormwater** (due to an employee separation). The closed recruitment began on May 11, 2023 and ended on May 25, 2023. We received 7 applications and all were approved for the exam. The exam was administered on June 6, 2023. The Rule 23 appeal period ends on June 21, 2023.
- n Legal Assistant** (due to temporary addition of an FTE). The open recruitment began on June 2, 2023 and ends on June 25, 2023. We received 6 applications and 0 were approved, as of the date this agenda was prepared. The exam is scheduled for July 11, 2023.

- o **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 was administered on May 23, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- p **Police Patrol Officer** (due to current and anticipated vacancies). The open recruitment began on June 2, 2023 and ends on July 26, 2023. We received 17 applications and 9 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for August 7, 2023.
- q **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 was administered on May 30, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- r **Public Works Asset Coordinator** (due to an additional FTE). The closed recruitment began on May 11, 2023 and ended on May 25, 2023. We received 3 applications and 2 were approved for the exam. The T&E exam was administered on May 30, 2023. Contingent on the Commission's decision regarding a submitted appeal, the eligible list will be presented to the Commission for certification during this meeting.
- s **Senior Planner** (due to an employee promotion). The updated open recruitment began on May 30, 2023 and ends on June 20, 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 July 11, 2023.
- t **Tax Auditor I** (due to two vacancies). 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.
- u **Tax Compliance Technician** (due to an employee separation). The open recruitment began on June 9, 2023 and ends on July 6, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for July 18, 2023.
- v **Wastewater Maintenance Coordinator** (due to an employee promotion). The open recruitment began on April 20, 2023 and ended on May 25, 2023. We received 1 application and 0 were approved for the exam, as of the date this agenda was prepared. The department requested an extended job posting. The updated open recruitment began on June 8, 2023 and ends on August 3, 2023. We received 1 application as of the date this agenda was prepared. The exam is scheduled for August 22, 2023.
- w **Wastewater Utility Worker** (due to an employee retirement). The open recruitment began on May 23, 2023 and ends on June 15, 2023. We received 6 applications and 2 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for June 27, 2023.
- x **Water Reclamation Worker** (due to an employee resignation). The open recruitment began on June 1, 2023 and ends on June 29, 2023. We received 4 applications and 1 was approved for the exam, as of the date this agenda was prepared. The exam is scheduled for July 11, 2023.

2. Appeal decision letters.

- a **Police Patrol Officer.** Ratify the Commission letter to Sandy Santti, regarding the rejection of their appeal to the rejection of their application for the Police Patrol Officer examination
 - b **Utility Worker.** Ratify the Commission letter to John Shadel regarding the rejection of their appeal to the removal of their name from the Utility Worker eligible list.
- 3. Removals from the eligible list.
 - a **Accountant I.** Ratify the Commission letters to Emma Alcala and Angelika Chappel, regarding the removal of their names from the Accountant I eligible list.
 - b **Airport Operations/Maintenance Worker.** Ratify the Commission letters to Edward Benavidez and Joseph Velasquez, regarding the removal of their names from the Airport Operations/Maintenance Worker eligible list.
 - c **Auto Mechanic.** Ratify the Commission letters to Andrew Beery, Jonathan Brekke, Curtis Marsh, and Al McDowell, regarding the removal of their names from the Auto Mechanic eligible list.
 - d **Code Enforcement Officer.** Ratify the Commission letters to Natasha Anglin, Krystal Berisford, Ryan Castillo, Stephania Mattson, Thomas Roland, Brittany Siciliano, Kevin Surmuld, and Tara Trujillo-Hernandez regarding the removal of their names from the Code Enforcement Officer eligible list.
 - e **Emergency Services Dispatcher.** Ratify the Commission letters to Alizae Brooks, Emma Chavez, Jaclynn Fernandez and Edwina Koen, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
 - f **Laboratory Pretreatment Specialist.** Ratify the Commission letter to Daniel Stanley, regarding the removal of their name from the Laboratory Pretreatment Specialist eligible list.
 - g **Park Caretaker II.** Ratify the Commission letter to Corey Sexton, regarding the removal of their name from the Park Caretaker II eligible list.
 - h **Police Patrol Officer.** Ratify the Commission letters to Kevin Aviles, Nicholas Cornejo, Luis Ferreira, Trenton Gomez, Leo Jim III, Dalton Jim, Augustus Kissick, Jacob Lathem, Michael Lohmann, Benjamin McDaniel, Josiah Montiel, Lee Rendon, Cisco Trujillo, Lorenzo Trujillo, Daniel Usry, Dakota Willis, and Joseph Wood, regarding the removal of their names from the Police Patrol Officer eligible list.
- 4. Ratify the Commission decision to conduct T&E examinations for Civil Engineer / Transportation and Public Works Asset Coordinator.
- 5. Ratify the Commission letter to IAFF Local 3, regarding notice of the promotional exam date for Fire Engineer.

REGULAR AGENDA

- 1. Review the appeal submitted by Gavin Martinez relating to the removal of their name from the Emergency Services Dispatcher eligible list.
Commission Action: Sustain, reject, or set for formal hearing
- 2. Review the appeal submitted by Theresa Yenger relating to the rejection of their Public Works Asset Coordinator exam application.
Commission Action: Sustain, reject, or set for formal hearing

3. 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

4. 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

5. 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

6. Submission of the eligible list for Office Assistant.

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

7. Submission of the eligible list for Program Coordinator - Housing.

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

8. Submission of the eligible list for Public Works Asset Coordinator.

Commission Action: Approve and certify the eligible list for the class title of Public Works Asset Coordinator

ADMINISTRATIVE ITEMS

1. Mid-year status report by the Staff.
2. Set the date for the next Civil Service Commission Meeting.

ADJOURN