



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

**TUESDAY, JUNE 27, 2023  
11:00 AM**

***Individuals Requiring Special Accommodations Should Notify the City's ADA Coordinator at (719) 553-2295 by Noon 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 June 13, 2023

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, June 13, 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 Abandoned Vehicle Coordinator** (due a newly established FTE). The open recruitment began on June 13, 2023 and ends on July 6, 2023. We received 35 applications and 20 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for July 18, 2023.
  - b Accountant I** (Two funded vacancies created employee promotions). The open recruitment began on June 14, 2023 and ends on July 6, 2023. We received 7 applications and 3 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for July 18, 2023.
  - c 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 ended on June 25, 2023. We received 14 applications and 4 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for July 11, 2023.

- d **Administrative Technician** (due to current and anticipated vacancies). The closed recruitment began on May 31, 2023 and ended on June 14, 2023. We received 6 applications and all were approved for the exam. The exam is scheduled for June 27, 2023.
- e **Airport Operations/Maintenance Worker** (due to two vacancies). The open recruitment began on May 30, 2023 and ended on June 25, 2023. We received 22 applications and 10 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for July 11, 2023.
- f **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. The open recruitment began on June 23, 2023 and ends on July 16, 2023. The exam is scheduled for August 1, 2023.
- g **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 2 applications, as of the date this agenda was prepared. The exam is scheduled for July 18, 2023.
- h **Code Enforcement Officer** (due to current and anticipated vacancies). The closed recruitment began on June 8, 2023 and ended on June 22, 2023. We received 1 application and 0 were approved for the exam, as of the date this agenda was prepared.
- 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 eligible list will be presented to the Commission for certification during this meeting.
- j **Emergency Services Dispatch Supervisor** (due to an employee transfer). The closed recruitment began on June 8, 2023 and ended on June 22, 2023. We received 3 applications and all were approved for the exam. The T&E exam was administered on June 23, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- 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 51 applications and 28 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 ended on June 22, 2023. We received 3 applications and 0 were approved for the exam, as of the date this agenda was prepared.
- 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 eligible list will be presented to the Commission for certification during this meeting.
- 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 12 applications and 1 was

approved, as of the date this agenda was prepared. The exam is scheduled for July 11, 2023.

- o 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 33 applications and 18 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for August 7, 2023.
- p Senior Planner** (due to an employee promotion). The updated open recruitment began on May 30, 2023 and ends on June 20, 2023. We received 2 applications and 1 was approved for the exam, as of the date this agenda was prepared. The Rule 17 appeal period ends on July 2, 2023.
- q Senior Tax Auditor** (due to a newly approved FTE). The closed recruitment began on June 14, 2023 and ends on June 29, 2023. We received 2 applications and both were approved for exam, as of the date this agenda was prepared. The exam is scheduled for July 11, 2023.
- r Tax Auditor I** (due to two vacancies). The open recruitment began on May 16, 2023 and ended on June 15, 2023. We received 1 approved application. The T&E exam was administered on June 22, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- s Tax Compliance Technician** (due to an employee separation). The open recruitment began on June 9, 2023 and ends on July 6, 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 18, 2023.
- t Wastewater Maintenance Coordinator** (due to an employee promotion). The open recruitment began on June 8, 2023 and ends on August 3, 2023. We received 2 applications and 1 was approved as of the date this agenda was prepared. The exam is scheduled for August 22, 2023.
- u Wastewater Utility Worker** (due to an employee retirement). The open recruitment began on May 23, 2023 and ended on June 15, 2023. We received 8 applications and 3 were approved for the exam. The T&E exam was administered on June 23, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- v Water Reclamation Worker** (due to an employee resignation). The open recruitment began on June 1, 2023 and ends on June 29, 2023. We received 8 applications and 2 were 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 Emergency Services Dispatcher.** Ratify the Commission letter to Gavin Martinez regarding the rejection of their appeal to the removal of their name from the Emergency Services Dispatcher eligible list.
- b Public Works Asset Coordinator.** Ratify the Commission letter to Theresa Yenger, regarding the approval of their appeal to the rejection of their application for the Public Works Asset Coordinator examination.

3. Removals from the eligible list.

- a Associate Engineer II - Stormwater** Ratify the Commission letter to Charles Leinen regarding the removal of their name from the Associate Engineer II - Stormwater eligible list.

- b Code Enforcement Officer.** Ratify the Commission letters to Patricia O'Steen, and Daysha Rhodes regarding the removal of their names from the Code Enforcement Officer eligible list.
  - c Community Risk Reduction Coordinator** Ratify the Commission letter to Ashley Roybal regarding the removal of their name from the Community Risk Reduction Coordinator eligible list.
  - d Office Assistant.** Ratify the Commission letters to Natasha Anglin, Stephen Campbell, and Michael Liptak regarding the removal of their names from the Office Assistant eligible list.
4. Ratify the Commission's decision to conduct a Training and Experience exam for the Emergency Services Dispatch Supervisor, Senior Planner, Tax Auditor I, and Wastewater Utility Worker.

## **REGULAR AGENDA**

1. Submission of the eligible list for Emergency Medical Officer.  
**Commission Action:** Approve and certify the eligible list for the class title of Emergency Medical Officer
2. Submission of the eligible list for Emergency Services Dispatch Supervisor  
**Commission Action:** Approve and certify the eligible list for the class title of Emergency Services Dispatch Supervisor
3. Submission of the eligible list for Inspector - Stormwater.  
**Commission Action:** Approve and certify the eligible list for the class title of Inspector - Stormwater
4. Submission of the eligible list for Tax Auditor I.  
**Commission Action:** Approve and certify the eligible list for the class title of Tax Auditor I
5. Submission of the eligible list for Wastewater Utility Worker.  
**Commission Action:** Approve and certify the eligible list for the class title of Wastewater Utility Worker

## **ADMINISTRATIVE ITEMS**

1. Report on the updated Emergency Services Dispatcher CritiCall exam.
2. Set the date for the next Civil Service Commission Meeting.

## **ADJOURN**