



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

**TUESDAY, JULY 11, 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 June 27, 2023

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, June 27, 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 to an additional FTE). The open recruitment began on June 13, 2023 and ended on July 6, 2023. We received 60 applications and 46 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 by employee promotions). The open recruitment began on June 14, 2023 and ended on July 6, 2023. We received 23 applications and 11 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 open recruitment began on May 26, 2023 and ended on June 25, 2023. We received 14 applications and 6 were approved for the exam. 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 was administered on June 27, 2023. The Rule 23 appeal period ends on July 12, 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 23 applications and 12 were approved for the exam. The exam is scheduled for July 11, 2023.
- f **Auto Mechanic** (due to an employee separation). The open recruitment began on June 23, 2023 and ends on July 16, 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 August 1, 2023.
- g **Civil Engineer / Transportation** (due to an additional FTE). The open recruitment began on July 3, 2023 and ends on July 27, 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 August 8, 2023.
- h **Civil Engineer / Wastewater** (due to the conversion of a vacant FTE). The open recruitment began on June 9, 2023 and ended on July 6, 2023. We received 4 applications and 2 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for July 18, 2023.
- i **Code Enforcement Officer** (due to current and anticipated vacancies). The open recruitment began on June 28, 2023 and ends on July 20, 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 August 1, 2023.
- j **Community Risk Reduction Coordinator** (due to an additional FTE). The open recruitment began on July 5, 2023 and ends on July 27, 2023. We received 2 applications and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for August 8, 2023.
- k **Emergency Services Dispatcher** (due to current and anticipated vacancies). The open recruitment began on June 2, 2023 and ended on July 6, 2023. We received 92 applications and 59 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 closed recruitment began on June 8, 2023 and ended on June 22, 2023. We received 3 applications and 0 were approved for the exam. The open recruitment began on June 27, 2023 and ends on July 20, 2023. We received 1 application as of the date this agenda was prepared. The exam is scheduled for August 1, 2023.
- m **Legal Assistant** (due to temporary addition of an FTE). The open recruitment began on June 2, 2023 and ended on June 25, 2023. We received 12 applications and 1 was approved for the exam. The T&E exam was administered on June 30, 2023. The eligible list will be presented to the Commission for certification during this meeting, contingent on a submitted appeal.
- n **MS4 Permit Coordinator** (due to an additional FTE). The open recruitment began on June 28, 2023 and ends on July 27, 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 August 8, 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 51

applications and 28 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 ended on June 20, 2023. We received 2 applications and 1 was approved for the exam. The T&E exam was administered on June 22, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- q Senior Tax Auditor** (due to a newly approved FTE). The closed recruitment began on June 14, 2023 and ended on June 29, 2023. We received 2 applications and both were approved for exam. The T&E exam was administered on June 30, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- r Tax Compliance Technician** (due to an employee separation). The open recruitment began on June 9, 2023 and ended on July 6, 2023. We received 15 applications and 4 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for July 18, 2023.
- s 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 for the exam, as of the date this agenda was prepared. The exam is scheduled for August 22, 2023.
- t Water Reclamation Worker** (due to an employee resignation). The open recruitment began on June 1, 2023 and ended on June 29, 2023. We received 8 applications and 3 were approved for the exam. The T&E exam was administered on July 6, 2023. The eligible list will be presented to the Commission for certification during this meeting.

2. Removals from the eligible list.

- a Community Risk Reduction Coordinator.** Ratify the Commission letters to Alayna Defazio, Ivan Reeder, Alexis Romero Stewart, and Kriyah Smith regarding the removal of their names from the Community Risk Reduction Coordinator eligible list.
- b Community Service Officer.** Ratify the Commission letter to Kriyah Smith, regarding the removal of their name from the Community Service Officer eligible list.
- c HR Analyst II.** Ratify the Commission letters to Linda Crow, Mary Mullins, and Alicia Slader regarding the removal of their names from the HR Analyst II eligible list.
- d Office Assistant.** Ratify the Commission letters to Sam Biondalillo, Lisa Duran and Benjamin Haunert, regarding the removal of their names from the Office Assistant eligible list.
- e Planner.** Ratify the Commission letters to David Lescure and Phillip Reynolds regarding the removal of their names from the Planner eligible list.
- f Police Patrol Officer.** Ratify the Commission letters to Adam Bryant, Jeremiah Edwards, Christian Teske, and Christopher Torres regarding the removal of their names from the Police Patrol Officer eligible list.
- g Program Coordinator - Housing** Ratify the Commission letter to Susie Alires-Medina regarding the removal of their name from the Program Coordinator - Housing eligible list.

3. Ratify the Commission decision to conduct Training and Experience exams for Legal Assistant, Senior Tax Auditor and Water Reclamation Worker.

4. Ratify the Commission letter to IBPO Local 537 regarding notice of the intended exam date for Police Sergeant.

REGULAR AGENDA

1. Review the proposed changes to the CritiCall exam for Emergency Services Dispatcher.
Commission Action: Approve or reject the proposal.
2. Review the appeal submitted by Clarissa Fritz, relating to the rejection of their application to the Legal Assistant exam.
Commission Action: Sustain, reject, or set for formal hearing
3. Review the appeal submitted by Kyara Gendreau, relating to the rejection of their application to the Accounting Technician IV exam.
Commission Action: Sustain, reject, or set for formal hearing
4. Review the appeal submitted by Frances Velasquez, relating to the rejection of their application to the Accounting Technician IV exam.
Commission Action: Sustain, reject, or set for formal hearing
5. Submission of the eligible list for Legal Assistant.
Commission Action: Approve and certify the eligible list for the class title of Legal Assistant.
6. Submission of the eligible list for Senior Planner.
Commission Action: Approve and certify the eligible list for the class title of Senior Planner.
7. Submission of the eligible list for Senior Tax Auditor.
Commission Action: Approve and certify the eligible list for the class title of Senior Tax Auditor
8. Submission of the eligible list for Water Reclamation Worker.
Commission Action: Approve and certify the eligible list for the class title of Water Reclamation Worker

ADMINISTRATIVE ITEMS

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

ADJOURN