



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

**TUESDAY, JULY 25, 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 July 11, 2023

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, July 11, 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. The exam was administered on July 18, 2023. The eligible list will be presented to the Commission for certification during this meeting.
 - 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. The exam was administered on July 18, 2023. The eligible list will be presented to the Commission for certification during this meeting.
 - c Accountant II** (due to multiple vacancies). The open recruitment began on July 10, 2023 and ends on August 3, 2023. We received 3 applications and 1 was approved for the exam, as of the date this agenda was prepared. The exam is scheduled for August 15, 2023.

- d 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 8 were approved for the exam. The exam was administered on July 11, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- 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 was administered on July 11, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- f Auto Mechanic** (due to an employee separation). The open recruitment began on June 23, 2023 and ended on July 16, 2023. We received 1 application and 0 were approved for the exam. The updated open recruitment began on July 20, 2023 and ends on August 20, 2023. We received 0 applications, as of the date this agenda was prepared. The exam is scheduled for September 5, 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 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.
- 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. The T&E exam was administered on July 14, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- i Code Enforcement Officer** (due to current and anticipated vacancies). The open recruitment began on June 28, 2023 and ended on July 20, 2023. We received 44 applications and 29 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 13 applications and 6 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 60 were approved for the exam. The exam was administered on July 18, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- 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 ended on July 20, 2023. We received 5 applications and 3 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for August 1, 2023. The Rule 17 appeal period ends on July 30, 2023.
- m Legal Support Assistant** (due to an employee promotion). The closed recruitment began on July 13, 2023 and ends on July 27, 2023. We received 0 applications, as of the date this agenda was prepared. The exam is scheduled for August 8, 2023.
- 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 Office Assistant** (due to current and future vacancies). The open recruitment began on July 12, 2023 and ends on August 2, 2023. We received 69 applications and 23 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for August 15, 2023.
- p Planner** (Vacancy created by an employee promotion). The open recruitment began on July 11, 2023 and ends on August 3, 2023. We received 10 applications and 6 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for August 15, 2023.
- q 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 70 applications and 42 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for August 7, 2023.
- r Tax Auditor I** (due to multiple vacancies). The open recruitment began on July 11, 2023 and ends on August 2, 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 August 15, 2023.
- s 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. The T&E exam was administered on July 14, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- 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 4 applications and 2 were approved for the exam, 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 July 12, 2023 and ends on August 3, 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 August 15, 2023.

2. Appeal decision letters.

- a Accounting Technician IV.** Ratify the Commission letters to Kyara Gendreau and Frances Velasquez regarding the approval of their appeals to the rejection of their Accounting Technician IV exam applications.
- b Legal Assistant.** Ratify the Commission letter to Clarissa Fritz, regarding the rejection of their appeal to the rejection of their Legal Assistant exam application.

3. Removals from the eligible list.

- a Airport Operations / Maintenance Worker.** Ratify the Commission letter to Joseph Thompson, regarding the removal of their name from the Airport Operations / Maintenance Worker eligible list.
- b Emergency Services Dispatch Supervisor.** Ratify the Commission letter to Heather Halverson, regarding the removal of their name from the Emergency Services Dispatch Supervisor eligible list.
- c Utility Worker.** Ratify the Commission letters to Garrett Larkin and Zachariah

Schurle, regarding the removal of their names from the Utility Worker eligible list.

d Wastewater Utility Worker. Ratify the Commission letters to Andrew Bratcher and Roger Martinez, regarding the removal of their names from the Wastewater Utility Worker eligible list.

e Water Reclamation Worker. Ratify the Commission letters to Roger Martinez and David Pecci, regarding the removal of their names from the Water Reclamation Worker eligible list.

4. Ratify the Commission decision to conduct Training and Experience exams for Civil Engineer/Wastewater and Tax Compliance Technician.

REGULAR AGENDA

1. Review the appeal submitted by Caleb King, relating to the rejection of their application to the Code Enforcement Officer exam.

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

2. Submission of the eligible list for Abandoned Vehicle Coordinator.

Commission Action: Approve and certify the eligible list for the class title of Abandoned Vehicle Coordinator.

3. Submission of the eligible list for Accountant I.

Commission Action: Approve and certify the eligible list for the class title of Accountant I.

4. Submission of the eligible list for Accounting Technician IV.

Commission Action: Approve and certify the eligible list for the class title of Accounting Technician IV.

5. Submission of the eligible list for Airport Operations/Maintenance Worker.

Commission Action: Approve and certify the eligible list for the class title of Airport Operations/Maintenance Worker.

6. Submission of the eligible list for Civil Engineer / Wastewater.

Commission Action: Approve and certify the eligible list for the class title of Civil Engineer / Wastewater.

7. Submission of the eligible list for Emergency Services Dispatcher.

Commission Action: Approve and certify the eligible list for the class title of Emergency Services Dispatcher.

8. Submission of the eligible list for Tax Compliance Technician.

Commission Action: Approve and certify the eligible list for the class title of Tax Compliance Technician.

ADMINISTRATIVE ITEMS

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

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