



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

**TUESDAY, AUGUST 8, 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 25, 2023

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, July 25, 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 Accountant II** (due to multiple vacancies). The open recruitment began on July 10, 2023 and ended on August 3, 2023. We received 10 applications and 8 were approved for the exam. The exam is scheduled for August 15, 2023.
 - b 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 2 applications and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for September 5, 2023.
 - c Civil Engineer / Transportation** (due to an additional FTE). The open recruitment began on July 3, 2023 and ended on July 27, 2023. We received 2 applications and 1 was approved for the exam. The T&E exam was administered on July 31, 2023. The eligible list will be presented to the Commission for certification during this meeting.

- d 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. The exam was administered on August 1, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- e Community Risk Reduction Coordinator** (due to an additional FTE). The open recruitment began on July 5, 2023 and ended on July 27, 2023. We received 24 applications and 18 were approved for the exam. The exam is scheduled for August 8, 2023.
- f 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. The T&E exam was administered on July 31, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- g Fire Engineer** (due to anticipated vacancies). The closed recruitment began on July 30, 2023 and ends on August 12, 2023, 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 August 29, 2023.
- h Legal Support Assistant** (due to an employee promotion). The closed recruitment began on July 13, 2023 and ended on July 27, 2023. We received 0 applications. The open recruitment began on July 31, 2023 and ends on August 27, 2023. We received 11 applications and 6 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for September 12, 2023.
- i MS4 Permit Coordinator** (due to an additional FTE). The open recruitment began on June 28, 2023 and ended on July 27, 2023. We received 3 applications and 0 were approved for the exam. The eligible list will be presented to the Commission for certification, contingent on their decision on a submitted appeal.
- j Office Assistant** (due to current and future vacancies). The open recruitment began on July 12, 2023 and ended on August 2, 2023. We received 106 applications and 61 were approved for the exam. The exam is scheduled for August 15, 2023.
- k Planner** (Vacancy created by an employee promotion). The open recruitment began on July 11, 2023 and ended on August 3, 2023. We received 16 applications and 7 were approved for the exam. The exam is scheduled for August 15, 2023.
- l Police Patrol Officer** (due to current and anticipated vacancies). The open recruitment began on June 2, 2023 and ended on July 26, 2023. We received 98 applications and 74 were approved for the exam. The exam was administered on August 7, 2023.
- m Police Sergeant** (due to anticipated vacancies). The closed recruitment began on August 3, 2023 and ends on August 17, 2023. We received 3 applications as of the date this agenda was prepared. The exam is scheduled for September 5, 2023.
- n Tax Auditor I** (due to multiple vacancies). The open recruitment began on July 11, 2023 and ended on August 2, 2023. We received 3 applications and 2 were approved for the exam. The Rule 17 appeal period ends on August 13, 2023.
- o Utility Worker** (due to current and anticipated vacancies). The open recruitment began on July 28, 2023 and ends on September 4, 2023. We received 9 applications and 8 were approved for the exam, as of the date this agenda was prepared. The

exam is scheduled for September 20, 2023.

- p Wastewater Maintenance Coordinator** (due to an employee promotion). The open recruitment began on June 8, 2023 and ended on August 3, 2023. We received 5 applications and 2 were approved for the exam. The T&E exam was administered on August 4, 2023. The eligible list will be presented to the Commission for certification during this meeting.
 - q Wastewater Utility Worker** (due to an employee retirement). The open recruitment began on July 12, 2023 and ended on August 2, 2023. We received 12 applications and 3 were approved for the exam. The Rule 17 appeal period ends on August 13, 2023.
2. Appeal decision letters.
- a Code Enforcement Officer.** Ratify the Commission letter to Caleb King, regarding the rejection of their appeal to the rejection of their application for the Code Enforcement Officer examination.
3. Removals from the eligible list.
- a Accounting Technician IV.** Ratify the Commission letter to Autumn Worrell regarding the removal of their name from the Accounting Technician IV eligible list.
 - b Emergency Services Dispatcher.** Ratify the Commission letters to Christopher Crawford and Connor Jordan, regarding the removal of their names from the Emergency Services Dispatcher eligible list.
 - c Police Patrol Officer.** Ratify the Commission letters to Trevor Baker and Brandon Christie regarding the removal of their names from the Police Patrol Officer eligible list.
 - d Senior Planner.** Ratify the Commission letter to Jay Baker regarding the removal of their name from the Senior Planner eligible list.
 - e Tax Compliance Technician.** Ratify the Commission letter to Virginia Wall regarding the removal of their name from the Tax Compliance Technician eligible list.
4. Ratify the Commission decision to conduct Training and Experience exams for Civil Engineer / Transportation, Equipment Operator II, Tax Auditor I, Wastewater Maintenance Coordinator, and Wastewater Utility Worker.
5. Reemployment List.
- a** Ratify the Commission letter to Samuel Hock, regarding the placement of their name on the Police Patrol Officer reemployment list.

REGULAR AGENDA

1. Review the appeal submitted by Joseph Howerton, relating to the rejection of their application to the MS4 Permit Coordinator exam.
Commission Action: Sustain, reject, or set for formal hearing
2. 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.
3. Submission of the eligible list for Code Enforcement Officer.

Commission Action: Approve and certify the eligible list for the class title of Code Enforcement Officer.

4. 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.

5. Submission of the eligible list for MS4 Permit Coordinator, contingent on the Commission's ruling on the appeal by Joseph Howerton.

Commission Action: Approve and certify the eligible list for the class title of MS4 Permit Coordinator.

6. Submission of the eligible list for Wastewater Maintenance Coordinator.

Commission Action: Approve and certify the eligible list for the class title of Wastewater Maintenance coordinator.

ADMINISTRATIVE ITEMS

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

ADJOURN