



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

**TUESDAY, AUGUST 22, 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 August 8, 2023

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, August 8, 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 was administered on August 15, 2023. The eligible list will be presented to the Commission for certification during this meeting. Since there are more vacancies than names on the list, the position was readvertised. The updated open recruitment began on August 17, 2023 and ends on September 6, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for September 19, 2023.
 - b **Auto Mechanic** (due to an employee separation). The updated open recruitment began on July 20, 2023 and ends on August 20, 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 September 5, 2023.
 - c **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 was administered on August 8, 2023. The eligible list will be presented to the Commission for certification during this meeting.

- d **Fire Engineer** (due to anticipated vacancies). The closed recruitment began on July 30, 2023 and ended on August 12, 2023. We received 5 applications and all were approved for the exam. The exam is scheduled for August 29, 2023.
- e **Firefighter** (due to anticipated vacancies). The open recruitment began on August 13, 2023 and ends on September 7, 2023. We received 62 applications and 37 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for September 18/19, 2023.
- f **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 24 applications and 13 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for September 12, 2023.
- g **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 was administered on August 15, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- h **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 was administered on August 15, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- i **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. The eligible list will be presented to the Commission for certification in September. The updated open recruitment began on August 18, 2023 and ends on November 20, 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 December 5, 2023.
- j **Police Sergeant** (due to anticipated vacancies). The closed recruitment began on August 3, 2023 and ends on August 17, 2023. We received 21 applications and 19 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for September 5, 2023.
- k **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 T&E exam was administered on August 3, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- l **Utility Worker** (due to current and anticipated vacancies). The open recruitment began on July 28, 2023 and ends on September 4, 2023. We received 22 applications and 18 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for September 20, 2023.
- m **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 T&E exam was administered on August 4, 2023. The eligible list will be presented to the Commission for certification during this

meeting.

- n **Water Reclamation Worker** (due to an employee promotion). The open recruitment began on August 7, 2023 and ends on September 4, 2023. We received 13 applications and 7 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for September 20, 2023.
2. Appeal decision letters.
 - a **MS4 Permit Coordinator.** Ratify the Commission letter to Joseph Howerton, regarding the approval of their appeal to the rejection of their application for the MS4 Permit Coordinator examination.
3. Removals from the eligible list.
 - a **Airport Operations/Maintenance Worker.** Ratify the Commission letter to Gerald Guerrero, regarding the removal of their name from the Airport Operations/Maintenance Worker eligible list.
 - b **Emergency Services Dispatcher.** Ratify the Commission letters to Erin Coffield, Kate Hurtado, and Kayla Leveque, regarding the removal of their names from the Emergency Services Dispatcher eligible list.
 - c **Police Patrol Officer.** Ratify the Commission letters to Katheryn Black, Daniel Case, Hayden Cole, Ryder Dunbar, Gabriel Galdamez, Brianna Garcia, Alberto Gomez, Karl King, Tracey Lozoya, Fernando Maldonado, Andrew Means, Marcos Medina, Chase Mestas, Tyler Pringle, David Rice, Esteban Sanchez Garcia, Jason Strubel, and Mackenzy Sutton, regarding the removal of their names from the Police Patrol Officer eligible list.
 - d **Utility Worker.** Ratify the Commission letters to Javier Madrid, Bill Martinez, Michael Ortiz and Nathan Smith, regarding the removal of their names from the Utility Worker eligible list.
 - e **Wastewater Maintenance Coordinator.** Ratify the Commission letter to Mark Gannon regarding the removal of their name from the Wastewater Maintenance Coordinator eligible list.
4. Reemployment List.
 - a Ratify the Commission letter to Jose Cornejo, regarding the placement of their name on the Utility Worker reemployment list.

REGULAR AGENDA

1. Review the appeal submitted by Brandon Christie, relating to the removal of their name from the Police Patrol Officer eligible list.
Commission Action: Sustain, reject, or set for formal hearing
2. Review the appeal submitted by Emma Weinstein, relating to the rejection of their application to the Office Assistant exam.
Commission Action: Sustain, reject, or set for formal hearing
3. 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.
4. Submission of the eligible list for Accountant II.

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

5. Submission of the eligible list for Office Assistant.

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

6. Submission of the eligible list for Planner.

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

7. 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.

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

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