



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

**TUESDAY, SEPTEMBER 12, 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 22, 2023

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, August 22, 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.

2. Receive and file the following status reports on current recruitments:
 - a Accountant II** (due to multiple vacancies). The updated open recruitment began on August 17, 2023 and ended on September 6, 2023. We received 7 applications and all were approved for the exam. The T&E exam was administered on September 7, 2023. The eligible list will be presented to the Commission for certification during this meeting.
 - b Airport Operations / Maintenance Worker** (due to employee separations). The open recruitment began on August 23, 2023 and ends on September 13, 2023. We received 13 applications and 2 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for September 26, 2023.
 - c Associate Engineer I** (due to 2 new approved positions). The closed recruitment began on September 7, 2023 and ends on September 21, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for October 3, 2023.

- d Auto Mechanic** (due to an employee separation). The updated open recruitment began on August 23, 2023 and ends on September 13, 2023. We received 5 applications and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for September 26, 2023.
- e Civil Engineer / Transportation** (due to an additional FTE). The updated open recruitment began on August 25, 2023 and ends on September 17, 2023. We received 3 applications and 2 were approved for the exam. The exam is scheduled for October 3, 2023.
- f Community Service Specialist** (due to an employee demotion). The open recruitment began on August 23, 2023 and ends on September 13, 2023. We received 17 applications and 5 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for September 26, 2023.
- g Construction Manager** (due to a new funded vacancy). The closed recruitment began on August 31, 2023 and ends on September 14, 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 September 26, 2023.
- h Emergency Services Dispatcher** (due to current and anticipated vacancies). The open recruitment began on September 10, 2023 and ends on October 15, 2023. We received 0 applications, as of the date this agenda was prepared. The exam is scheduled for October 31, 2023.
- i 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 T&E exam was administered on August 29, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- j Firefighter** (due to anticipated vacancies). The open recruitment began on August 13, 2023 and ended on September 7, 2023. We received 204 applications and 183 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for September 18/19, 2023.
- k 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 ended on August 27, 2023. We received 36 applications and 24 were approved for the exam. The exam is scheduled for September 12, 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. The eligible list will be presented to the Commission for certification on September 26, 2023. The updated open recruitment began on August 18, 2023 and ends on November 20, 2023. We received 42 applications and 23 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for December 5, 2023.
- m Police Sergeant** (due to anticipated vacancies). The closed recruitment began on August 3, 2023 and ended on August 17, 2023. We received 21 applications and all were approved for the exam. The exam was administered on September 5, 2023. The Rule 23 appeal period ends on September 19, 2023.
- n Regulatory Compliance Specialist** (due to an employee separation). The open recruitment began on August 30, 2023 and ends on September 24, 2023. We received 4 applications and 1 was approved for the exam, as of the date this agenda

was prepared. The exam is scheduled for October 10, 2023.

- o Tax Auditor I** (due to multiple vacancies). The updated open recruitment began on September 10, 2023 and ends on October 12, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for October 24, 2023.
- p Utility Worker** (due to current and anticipated vacancies). The open recruitment began on July 28, 2023 and ended on September 4, 2023. We received 38 applications and 29 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for September 20, 2023.
- q Wastewater Maintenance Coordinator** (Vacancy created by an employee promotion). The updated open recruitment began on August 24, 2023 and ends on September 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 October 10, 2023.
- r Water Reclamation Worker** (due to an employee promotion). The open recruitment began on August 7, 2023 and ended on September 4, 2023. We received 20 applications and 14 were approved for the exam. The exam is scheduled for September 20, 2023.

3. Appeal decision letters.

- a Office Assistant.** Ratify the Commission letter to Emma Weinstein, regarding the rejection of their appeal to the rejection of their application for the Office Assistant examination.
- b Police Patrol Officer.** Ratify the Commission letter to Brandon Christie, regarding the rejection of their appeal to the removal of their name from the Police Patrol Officer eligible list.

4. Removals from the eligible list.

- a Accountant II.** Ratify the Commission letter to Owen Price regarding the removal of their name from the Accountant II eligible list.
- b Civil Engineer / Transportation.** Ratify the Commission letter to Abdulkabir Aduragba regarding the removal of their name from the Civil Engineer/Transportation eligible list.
- c Code Enforcement Officer.** Ratify the Commission letters to Pete Cesar and John Shadel regarding the removal of their names from the Code Enforcement Officer eligible list.
- d Emergency Services Dispatcher.** Ratify the Commission letters to Alexa Carlino and Daysha Rhodes, regarding the removal of their names from the Emergency Services Dispatcher eligible list.
- e Office Assistant.** Ratify the Commission letter to Diana Fair regarding the removal of their name from the Office Assistant eligible list.
- f Police Patrol Officer.** Ratify the Commission letters to Cooper Dade, Monique Guerrero, Rebecca Ramirez, and Timothy Windon, regarding the removal of their names from the Police Patrol Officer eligible list.
- g Wastewater Maintenance Coordinator.** Ratify the Commission letter to Paul Hanna regarding the removal of their name from the Wastewater Maintenance Coordinator eligible list.

h Wastewater Utility Worker. Ratify the Commission letter to Derrick Camus regarding the removal of their name from the Wastewater Utility Worker eligible list.

5. Ratify the Commission decision to conduct a Training and Experience exam for Accountant II.

REGULAR AGENDA

6. Review the appeal submitted by Cooper Dade, relating to the removal of their name from the Police Patrol Officer eligible list.

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

7. Review the appeal submitted by Monique Guerrero, relating to the removal of their name from the Police Patrol Officer eligible list.

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

8. Submission of the eligible list for Accountant II.

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

9. Submission of the eligible list for Fire Engineer.

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

ADMINISTRATIVE ITEMS

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

ADJOURN