



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

**TUESDAY, SEPTEMBER 26, 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 September 12, 2023

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, September 12, 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 Airport Operations / Maintenance Worker** (due to employee separations). The open recruitment began on August 23, 2023 and ended on September 13, 2023. We received 20 applications and 12 were approved for the exam. The exam is scheduled for September 26, 2023.
 - b Associate Engineer I** (due to 2 new approved positions). The closed recruitment began on September 7, 2023 and ended on September 21, 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 October 3, 2023.
 - c Auto Mechanic** (due to an employee separation). The updated open recruitment began on August 23, 2023 and ended on September 14, 2023. We received 5 applications and 1 was approved for the exam. The Rule 17 appeal period ends on September 28, 2023.

- d Civil Engineer / Transportation** (due to an additional FTE). The updated open recruitment began on August 25, 2023 and ended on September 17, 2023. We received 6 applications and 3 were approved for the exam. The Rule 17 appeal period ends on September 28, 2023.
- e Community Service Specialist** (due to an employee demotion). The open recruitment began on August 23, 2023 and ended on September 13, 2023. We received 22 applications and 17 were approved for the exam. The exam is scheduled for September 26, 2023.
- f Construction Manager** (due to a new funded vacancy). The closed recruitment began on August 31, 2023 and ended on September 14, 2023. We received 2 applications and 1 was approved for the exam. The Rule 17 appeal period ends on September 29, 2023.
- g 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 31 applications and 18 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for October 31, 2023.
- h Firefighter** (due to anticipated vacancies). The open recruitment began on August 13, 2023 and ended on September 7, 2023. We received 204 applications and 187 were approved for the exam. The exam was administered on September 19, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- i 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 was administered on September 12, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- j 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 during this meeting. The updated open recruitment began on August 18, 2023 and ends on November 20, 2023. We received 60 applications and 35 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for December 5, 2023.
- k 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. Contingent on the Commission's decision on a submitted appeal, the eligible list will be presented to the Commission for certification during this meeting.
- l Regulatory Compliance Specialist** (due to an employee separation). The open recruitment began on August 30, 2023 and ended on September 24, 2023. We received 5 applications and 2 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for October 10, 2023.
- m Tax Auditor I** (due to multiple vacancies). The updated open recruitment began on September 10, 2023 and ends on October 12, 2023. We received 6 applications and 3 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for October 24, 2023.
- n 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. The exam was administered on September 20, 2023. The eligible list will be presented to the Commission for certification during this meeting.

- o 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 5 applications and 1 was approved for the exam, as of the date this agenda was prepared. The exam is scheduled for October 10, 2023.
- p Wastewater Utility Worker** (due to current and anticipated vacancies). The updated open recruitment began on September 13, 2023 and ends on October 8, 2023. We received 10 applications and 2 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for October 24, 2023.
- q 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 15 were approved for the exam. The exam was administered on September 20, 2023. The eligible list will be presented to the Commission for certification during this meeting.

2. Appeal decision letters.

- a Police Patrol Officer.** Ratify the Commission letters to Cooper Dade and Monique Guerrero, regarding the rejection of their appeals to the removal of their names from the Police Patrol Officer eligible list.

3. Removals from the eligible list.

- a Emergency Services Dispatcher.** Ratify the Commission letter to Maranda Johnson regarding the removal of their name from the Emergency Services Dispatcher eligible list.
- b Office Assistant.** Ratify the Commission letter to Justyna Dubey regarding the removal of their name from the Office Assistant eligible list.
- c Sweeper Operator.** Ratify the Commission letter to Kenith Cox regarding the removal of their name from the Sweeper Operator eligible list.
- d Wastewater Utility Worker.** Ratify the Commission letter to Dillon Daniel regarding the removal of their name from the Wastewater Utility Worker eligible list.

4. Ratify the Commission letter to IAFF Local #3 relating to the anticipated exam date for Assistant Fire Chief.

5. Ratify the Commission decision to conduct T&E examinations for Auto Mechanic, Civil Engineer/Transportation and Construction Manager.

REGULAR AGENDA

1. Review the appeal submitted by Joseph Cardona, relating to the content of the Police Sergeant exam.

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

2. Submission of the eligible list for Firefighter.

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

3. Submission of the eligible list for Legal Support Assistant.

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

4. Submission of the eligible list for Police Patrol Officer.

Commission Action: Approve and certify the eligible list for the class title of Police Patrol Officer.

5. Submission of the eligible list for Police Sergeant.

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

6. Submission of the eligible list for Utility Worker.

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

7. 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