



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

**TUESDAY, OCTOBER 10, 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 26, 2023

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, September 26, 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 was administered on September 26, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- 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. The open recruitment began on September 27, 2023 and ends on October 22, 2023. We received 0 applications 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 T&E exam was administered on September 28, 2023. The eligible list will be presented to the Commission for certification during this meeting.

- 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 T&E exam was administered on October 2, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- 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 was administered on September 26, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- 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 T&E exam was administered on October 2, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- 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 58 applications and 42 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for October 31, 2023.
- h Police Patrol Officer** (due to current and anticipated vacancies). The open recruitment began on August 18, 2023 and ends on November 20, 2023. We received 68 applications and 40 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for December 5, 2023.
- i 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. The exam is scheduled for October 10, 2023.
- j Tax Auditor I** (due to multiple vacancies). The updated open recruitment began on September 10, 2023 and ends on October 12, 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 October 24, 2023.
- k Traffic Control Utility Worker II** (due to promoted employees). The closed recruitment began on September 27, 2023 and ends on October 11, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for October 24, 2023.
- l Wastewater Maintenance Coordinator** (Vacancy created by an employee promotion). The updated open recruitment began on August 24, 2023 and ended on September 27, 2023. We received 6 applications and 1 was approved for the exam. The T&E exam was administered on October 5, 2023. Contingent on any submitted Rule 17 appeals, the eligible list will be presented to the Commission for certification during this meeting.
- m Wastewater Utility Worker** (due to current and anticipated vacancies). The updated open recruitment began on September 13, 2023 and ended on October 8, 2023. We received 17 applications and 6 were approved for the exam, as of the date this

agenda was prepared. The exam is scheduled for October 24, 2023.

2. Appeal decision letters.
 - a **Police Sergeant.** Ratify the Commission letter to Joseph Cardonda regarding their appeal to the content of the Police Sergeant exam.
3. Removals from the eligible list.
 - a **Accountant I.** Ratify the Commission letters to Brandon Carleo and Amanda Oliver regarding the removal of their names from the Accountant I eligible list.
 - b **Accountant II.** Ratify the Commission letter to Brandon Carleo regarding the removal of their name from the Accountant II eligible list.
 - c **Community Risk Reduction Coordinator.** Ratify the Commission letter to Isaac Villaseñor regarding the removal of their name from the Community Risk Reduction Coordinator eligible list.
 - d **Emergency Services Dispatcher.** Ratify the Commission letters to Cecily Begano, Wendy DeCesaro, Sean Kulczyk, Olivia Lucero, Theresa Luoma, Samantha Maldonado, Kristi Mannino, Gavin Martinez, Jamie Medina, Joetta Meigs, Kayle Owens, Kjersten Roberts, Dustyn Rose, Angelika Sunie, Katheryn Trujillo, and Shania Vigil regarding the removal of their names from the Emergency Services Dispatcher eligible list.
 - e **Police Patrol Officer.** Ratify the Commission letters to Stephen Baca, Cecily Begano, Shawn Craig, Steve Herrera-Hayes, Andrew Job, Leotis Johnson III, Nicholas Kinney, Shane McCormick, Steven Minor, Alfonso Perez, Angel Rodriguez, Kamdyn Ryser, Joseph Stevens, Markel Underwood, Isaac Villaseñor, and Johnnie Webb regarding the removal of their names from the Police Patrol Officer eligible list.
 - f **Police Sergeant.** Ratify the Commission letter to Alex Hovet regarding the removal of their name from the Police Sergeant eligible list.
4. Ratify the Commission decision to conduct a T&E examination for Wastewater Maintenance Coordinator.
5. Ratify the Commission letter to John T Armijo, regarding the placement of their name on the Utility Worker and Park Caretaker I reemployment lists.

REGULAR AGENDA

1. 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 .
2. Submission of the eligible list for Auto Mechanic.
Commission Action: Approve and certify the eligible list for the class title of Auto Mechanic.
3. 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.
4. Submission of the eligible list for Community Service Specialist.
Commission Action: Approve and certify the eligible list for the class title of Community

Service Specialist.

5. Submission of the eligible list for Construction Manager.

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

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