



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

**TUESDAY, OCTOBER 24, 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 October 10, 2023

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, October 10, 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 Associate Engineer I** (due to 2 new approved positions). The open recruitment began on September 27, 2023 and ended on October 22, 2023. We received 3 applications and 1 was approved for the exam, as of the date this agenda was prepared. The exam is scheduled for November 7, 2023.
 - b Auto Mechanic** (due to an employee separation). The updated open recruitment began on October 12, 2023 and ends on November 12, 2023. We received 1 application and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for November 28, 2023.
 - c Civil Engineer / Transportation** (due to an additional FTE). The open recruitment began on October 20, 2023 and ends on November 19, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for December 5, 2023.

- d Emergency Services Dispatcher** (due to current and anticipated vacancies). The open recruitment began on September 10, 2023 and ended on October 15, 2023. We received 81 applications and 64 were approved for the exam. The exam is scheduled for October 31, 2023.
- e Grants Analyst** (due to an employee promotion). The open recruitment began on October 20, 2023 and ends on November 12, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for November 28, 2023.
- f 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 84 applications and 50 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for December 5, 2023.
- g 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. Both applicants failed to appear for the exam. The updated open recruitment began on October 12, 2023 and ends on November 12, 2023. We received 3 applications and 1 was approved for the exam, as of the date this agenda was prepared. The exam is scheduled for November 28, 2023.
- h Tax Auditor I** (due to multiple vacancies). The updated open recruitment began on September 10, 2023 and ended on October 12, 2023. We received 15 applications and 10 were approved for the exam. The exam is scheduled for October 24, 2023.
- i Traffic Control Utility Worker II** (due to promoted employees). The closed recruitment began on September 27, 2023 and ended on October 11, 2023. We received 0 applications. The open recruitment began on October 12, 2023 and ends on November 5, 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 November 28, 2023.
- j 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 18 applications and 11 were approved for the exam. The exam is scheduled for October 24, 2023.

2. Appeal decision letters.

- a Wastewater Maintenance Coordinator.** Ratify the Commission letter to Brandon Soto regarding approval of their appeal to the rejection of their Wastewater Maintenance Coordinator exam application.

3. Removals from the eligible list.

- a Accountant I.** Ratify the Commission letter to Jeanelle Porto regarding the removal of their name from the Accountant I eligible list.
- b Civil Engineer / Transportation** Ratify the Commission letters to Joshua Han and Landon Kinney regarding the removal of their names from the Civil Engineer / Transportation eligible list.
- c Office Assistant.** Ratify the Commission letter to Stephen Campbell regarding the removal of their name from the Office Assistant eligible list.
- d Utility Worker.** Ratify the Commission letters to John Garcia and Justin Spellman regarding the removal of their names from the Utility Worker eligible list.

- e **Water Reclamation Worker.** Ratify the Commission letter to Eric Trujillo regarding the removal of their name from the Water Reclamation Worker eligible list.
- 4. Ratify the Commission letter to Jeffrey Reich regarding the placement of their name on the Police Patrol Officer reemployment list.

REGULAR AGENDA

- 1. Review the appeal submitted by Wendy DeCesaro, relating to the removal of their name from the Emergency Services Dispatcher eligible list.

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

- 2. Review the appeal submitted by Kristi Mannino, relating to the removal of their name from the Emergency Services Dispatcher eligible list.

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

- 3. Review the appeal submitted by Kjersten Roberts, relating to the removal of their name from the Emergency Services Dispatcher eligible list.

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

ADMINISTRATIVE ITEMS

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

ADJOURN