



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

**TUESDAY, NOVEMBER 14, 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 24, 2023

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, October 24, 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. The T&E exam was administered on November 1, 2023. Contingent on the Commission's ruling on a submitted appeal, the eligible list will be presented to the Commission for certification during this meeting.
 - b **Associate Engineer II** (due to an employee promotion). The closed recruitment began on October 31, 2023 and ends on November 14, 2023. We received 0 applications and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for November 27, 2023.
 - c **Associate Engineer II - Stormwater** (due to an employee promotion). The closed

recruitment began on November 12, 2023 and ends on November 26, 2023. We received 0 applications and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for December 11, 2023.

- d **Associate Field Engineer** (due to an employee promotion). The closed recruitment began on October 31, 2023 and ends on November 14, 2023. We received 4 applications and 1 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for November 27, 2023.
- e **Auto Mechanic** (due to an employee separation). The updated open recruitment began on October 12, 2023 and ends on November 12, 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 November 28, 2023.
- f **Civil Engineer / Transportation** (due to an additional FTE). The open recruitment began on October 20, 2023 and ends on November 19, 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 December 5, 2023.
- g **Civil Engineer / Wastewater** (due to a 2024 anticipated vacancy). The open recruitment began on November 3, 2023 and ends on November 26, 2023. We received 1 application and it was approved for the exam, as of the date this agenda was prepared. The exam is scheduled for December 12, 2023.
- h **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 was administered on October 31, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- i **Engineering Manager** (due to an employee promotion). The open recruitment began on November 3, 2023 and ends on November 26, 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 12, 2023.
- j **Grants Analyst** (due to an employee promotion). The open recruitment began on October 20, 2023 and ends on November 12, 2023. We received 14 applications and 4 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for November 28, 2023.
- k **Park Ranger** (due to anticipated vacancies). The open recruitment began on October 31, 2023 and ends on November 21, 2023. We received 24 applications and 5 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for December 4, 2023.
- l **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 107 applications and 68 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for December 5, 2023.
- m **Pretreatment Compliance Technician** (due to an employee separation). The open recruitment began on October 31, 2023 and ends on November 21, 2023. We received 7 applications and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for December 4, 2023.
- n **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 10 applications and 2 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for November 28, 2023.

- o **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 was administered on October 24, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- p **Tax Compliance Technician** (due to an employee separation). The open recruitment began on October 27, 2023 and ends on November 19, 2023. We received 17 applications and 8 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for December 5, 2023.
- q **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 ended on November 5, 2023. We received 13 applications and 4 were approved for the exam. The exam is scheduled for November 28, 2023.
- r **Wastewater Utility Worker** (due to current and anticipated vacancies). The 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 was administered on October 24, 2023. The eligible list will be presented to the Commission for certification during this meeting.

2. Appeal decision letters.

- a **Emergency Services Dispatcher.** Ratify the Commission letters to Wendy DeCesaro, Kristi Mannino, and Kjersten Roberts regarding rejection of their appeals for the removal of their names from the Emergency Services Dispatcher eligible list.

3. Removals from the eligible list.

- a **Accountant I.** Ratify the Commission letter to Kenneth Colvin regarding the removal of their name from the Accountant I eligible list.
- b **Community Service Specialist.** Ratify the Commission letter to Phillip Castro regarding the removal of their name from the Community Service Specialist eligible list.
- c **Office Assistant.** Ratify the Commission letters to Benjamin Haurert, Matthew Long, Ivana Percival, and Teresa Ross, regarding the removal of their names from the Office Assistant eligible list.
- d **Park Ranger.** Ratify the Commission letters to Michael Goodfellow and Arin Hart regarding the removal of their names from the Park Ranger eligible list.
- e **Police Patrol Officer.** Ratify the Commission letters to Dalton Davis, Jeremiah Edwards, Luis Ferreira, Alyssa Garcia, Chance Grasmick, Phillip Halpin, Sean Kulczyk, Donovan McClure, Zachary Morgan-Reese, Jake Neales, Christian Pope, and Jerad Renteria, regarding the removal of their names from the Police Patrol Officer eligible list.
- f **Pretreatment Compliance Technician.** Ratify the Commission letter to Joseph Howerton regarding the removal of their name from the Pretreatment Compliance Technician eligible list.

- g **Tax Compliance Technician.** Ratify the Commission letters to Denisha Blair and Carrie Sluder regarding the removal of their names from the Tax Compliance Technician eligible list.
 - h **Wastewater Utility Worker.** Ratify the Commission letter to Ralph Romero Jr regarding the removal of their name from the Wastewater Utility Worker eligible list.
4. Ratify the Commission's decision to conduct a Training and Experience exam for Associate Engineer I.

REGULAR AGENDA

1. Review the request by the Pueblo Police Department to temporarily suspend the Police Patrol Officer physical ability test.
- Commission Action:** Approve or reject the request
2. Review the appeal submitted by Monique Musolino, relating to the rejection of their Associate Engineer I exam application.
- Commission Action:** Sustain, reject, or set for formal hearing
3. Submission of the eligible list for Associate Engineer I.
- Commission Action:** Approve and certify the eligible list for the class title of Associate Engineer I.
4. Submission of the eligible list for Emergency Services Dispatcher.
- Commission Action:** Approve and certify the eligible list for the class title of Emergency Services Dispatcher.
5. 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.
6. 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.

ADJOURN