



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

**TUESDAY, DECEMBER 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 November 14, 2023

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, November 14, 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 **Accountant I** (due to an employee demotion). The open recruitment began on November 28, 2023 and ends on December 19, 2023. We received 11 applications and 6 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for January 9, 2023.
 - b **Accounting Technician IV** (due to current and anticipated vacancies). The closed recruitment began on December 7, 2023 and ends on December 21, 2023. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for January 2, 2024.
 - c **Associate Engineer I** (due to the addition of 2 FTEs). The closed recruitment began on November 16, 2023 and ended on November 30, 2023. We received 0 applications as of the date this agenda was prepared. The open recruitment begins

on December 14, 2023 and ends on January 7, 2024. The exam is scheduled for January 23, 2024.

- d **Associate Engineer II** (due to an employee promotion). The closed recruitment began on October 31, 2023 and ended on November 14, 2023. We received 1 approved application for the exam. The T&E exam was administered on November 16, 2023. The list will be presented to the Commission for certification during this meeting.
- e **Associate Engineer II - Stormwater** (due to an employee promotion). The closed recruitment began on November 12, 2023 and ended on November 26, 2023. We received 1 application and, it was approved for the exam. The T&E exam was administered on November 29, 2023. The list will be presented to the Commission for certification during this meeting.
- f **Associate Field Engineer** (due to an employee promotion). The closed recruitment began on October 31, 2023 and ended on November 14, 2023. We received 5 applications and 1 was approved for the exam. The T&E exam was administered on November 16, 2023. The list will be presented to the Commission for certification during this meeting.
- g **Auto Mechanic** (due to an employee separation). The updated open recruitment began on October 12, 2023 and ended on November 12, 2023. We received 5 applications and 1 was approved for the exam. The T&E exam was administered on November 16, 2023. The list will be presented to the Commission for certification during this meeting.
- h **Civil Engineer / Transportation** (due to an additional FTE). The open recruitment began on October 20, 2023 and ended on November 19, 2023. We received 5 applications and 0 was approved for the exam. We are waiting for direction on the next steps from HR and hiring manager.
- i **Civil Engineer / Wastewater** (due to a 2024 anticipated vacancy). The open recruitment began on November 3, 2023 and ended on November 26, 2023. We received 4 applications and 2 were approved for the exam. The T&E exam was administered on November 29, 2023. The list will be presented to the Commission for certification during this meeting.
- j **Court Technician** (due to an employee separation). The open recruitment began on November 28, 2023 and ends on December 19, 2023. We received 40 applications and 14 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for January 9, 2023.
- k **Engineering Manager** (due to an employee promotion). The open recruitment began on November 3, 2023 and ended on November 26, 2023. We received 7 applications and 5 were approved for the exam. The T&E exam was administered on November 29, 2023. The list will be presented to the Commission for certification during this meeting.
- l **Grants Analyst** (due to an employee promotion). The open recruitment began on October 20, 2023 and ended on November 12, 2023. We received 19 applications and 7 were approved for the exam. The exam was administered on November 28, 2023. The list will be presented to the Commission for certification during this meeting.
- m **Office Assistant** (due to anticipated vacancies). The open recruitment began on December 7, 2023 and ends on January 1, 2024. We received 20 applications and 8 were approved for the exam. The exam is scheduled for January 16, 2024.

- n **Park Ranger** (due to anticipated vacancies). The open recruitment began on October 31, 2023 and ended on November 21, 2023. We received 46 applications and 15 were approved for the exam. The exam was administered on December 4, 2023. The list will be presented to the Commission for certification during this meeting.
 - o **Police Patrol Officer** (due to current and anticipated vacancies). The open recruitment began on August 18, 2023 and ended on November 20, 2023. We received 145 applications and 101 were approved for the exam. The exam was administered on December 5, 2023. The eligible list will be presented to the Commission in January 2024.
 - p **Pretreatment Compliance Technician** (due to an employee separation). The open recruitment began on October 31, 2023 and ended on November 21, 2023. We received 10 applications and 1 was approved for the exam. The T&E exam was administered on November 29, 2023. The list will be presented to the Commission for certification during this meeting.
 - q **Pretreatment Manager** (due to an employee promotion). The open recruitment began on December 7, 2023 and ends on January 1, 2024. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for January 16, 2024.
 - r **Probation Officer** (due to current and anticipated vacancies). The open recruitment began on November 16, 2023 and ended on December 7, 2023. We received 31 applications and 10 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for December 18, 2023.
 - s **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 ended on November 12, 2023. We received 15 applications and 4 were approved for the exam. The exam was administered on November 28, 2023.
 - t **Tax Compliance Technician** (due to an employee separation). The open recruitment began on October 27, 2023 and ended on November 19, 2023. We received 27 applications and 17 were approved for the exam. The exam was administered on December 5, 2023. The list will be presented to the Commission for certification during this meeting.
 - u **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 was administered on November 28, 2023. The list will be presented to the Commission for certification during this meeting.
2. Appeal decision letters.
- a **Associate Engineer I.** Ratify the Commission letter to Monique Musolino, regarding rejection of their appeal for the rejection of their application for the Associate Engineer I exam.
3. Removals from the eligible list.
- a **Accountant I.** Ratify the Commission letters to Michael Richards and Shelby Zordel-Casarez regarding the removal of their names from the Accountant I eligible list.

- b **Accounting Technician IV.** Ratify the Commission letters to Kyara Gendreau, Kayla Leveque and Amanda Oliver regarding the removal of their names from the Accounting Technician IV eligible list.
 - c **Associate Engineer I.** Ratify the Commission letter to Kasha Kasha regarding the removal of their name from the Associate Engineer I eligible list.
 - d **Emergency Services Dispatcher.** Ratify the Commission letters to Joseph Jaffe, Timothy Kinkade, Naomi Mondragon and Linda Ruiz-Martinez, regarding the removal of their names from the Emergency Services Dispatcher eligible list.
 - e **Office Assistant.** Ratify the Commission letters to Victoria Bustos Driskill, Christina Hoover, Erianna Sorensen, Jessie Woodyard and Lisa Yoder regarding the removal of their names from the Office Assistant eligible list.
 - f **Police Patrol Officer.** Ratify the Commission letters to Lacee Baca, David Calzadillas-Chavez, Michael DeCesaro, Roland Riley and Clinton Roberts regarding the removal of their names from the Police Patrol Officer eligible list.
 - g **Tax Auditor I.** Ratify the Commission letters to Carol Kahwa, Breanna Pittman and John Sutton regarding the removal of their names from the Tax Auditor I eligible list.
4. Ratify the Commission's decision to conduct T&E examinations for Associate Engineer II, Associate Engineer II - Stormwaer, Associate Field Engineer, Auto Mechanic, Civil Engineer / Wastewater, Engineering Manager and Pretreatment Compliance Technician.
 5. Ratify the Commission's decision to rescind the removal of David Calzadillas and place them back on the Police Patrol Officer eligible list.
 6. Ratify the Commission's decision to rescind the removal of John Sutton and place them back on the Tax Auditor I eligible list.

REGULAR AGENDA

1. Review the proposal submitted by the Civil Service staff and Police Department, relating to changes in post-offer psychological exam processing.
Commission Action: Approve or reject the proposal
2. Review the appeal submitted by Lacee Davidson, relating to the removal of their name from the Police Patrol Officer eligible list.
Commission Action: Sustain, reject, or set for formal hearing
3. Review the appeal submitted by Michael DeCesaro, relating to the removal of their name from the Police Patrol Officer eligible list.
Commission Action: Sustain, reject, or set for formal hearing
4. Review the appeal submitted by Jonathan Lee, relating to the rejection of their Police Patrol Officer exam application.
Commission Action: Sustain, reject, or set for formal hearing
5. Submission of the eligible list for Associate Engineer II.
Commission Action: Approve and certify the eligible list for the class title of Associate Engineer II.

6. Submission of the eligible list for Associate Engineer II - Stormwater.
Commission Action: Approve and certify the eligible list for the class title of Associate Engineer II - Stormwater.
7. Submission of the eligible list for Associate Field Engineer.
Commission Action: Approve and certify the eligible list for the class title of Associate Field Engineer.
8. Submission of the eligible list for Auto Mechanic.
Commission Action: Approve and certify the eligible list for the class title of Auto Mechanic
9. Submission of the eligible list for Civil Engineer / Wastewater
Commission Action: Approve and certify the eligible list for the class title of Civil Engineer / Wastewater.
10. Submission of the eligible list for Engineering Manager.
Commission Action: Approve and certify the eligible list for the class title of Engineering Manager.
11. Submission of the eligible list for Grants Analyst.
Commission Action: Approve and certify the eligible list for the class title of Grants Analyst.
12. Submission of the eligible list for Park Ranger.
Commission Action: Approve and certify the eligible list for the class title of Park Ranger.
13. Submission of the eligible list for Pretreatment Compliance Technician.
Commission Action: Approve and certify the eligible list for the class title of Pretreatment Compliance Technician.
14. Submission of the eligible list for Tax Compliance Technician.
Commission Action: Approve and certify the eligible list for the class title of Tax Compliance Technician.
15. Submission of the eligible list for Traffic Control Utility Worker II.
Commission Action: Approve and certify the eligible list for the class title of Traffic Control Utility Worker II.

ADMINISTRATIVE ITEMS

1. Staff update and discussion on the proposed Mayoral order relating to Police Patrol Officer hiring crisis.
2. Set the date for the next Civil Service Commission Meeting.

ADJOURN