



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

**TUESDAY, JANUARY 9, 2024
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 December 12, 2023

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, December 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 **Accountant I** (due to an employee demotion). The open recruitment began on November 28, 2023 and ended on December 19, 2023. We received 21 applications and 15 were approved for the exam. 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 ended on December 21, 2023. We received 0 applications.
 - 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. The open recruitment began on December 14, 2023 and ended on January 7, 2024. We received 8 applications and 5 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for January 23, 2024.

- d **Community Outreach Specialist** (due to an additional FTE). The open recruitment began on December 12, 2023 and ended on January 2, 2024. We received 59 applications and 48 were approved for the exam. The exam is scheduled for January 16, 2024.
 - e **Fleet Service Writer** (due to an additional FTE). The closed recruitment began on December 12, 2023 and ended on December 26, 2023. We received 0 applications.
 - f **Court Technician** (due to an employee separation). The open recruitment began on November 28, 2023 and ended on December 19, 2023. We received 76 applications and 42 were approved for the exam. The exam is scheduled for January 9, 2023.
 - g **Office Assistant** (due to anticipated vacancies). The open recruitment began on December 7, 2023 and ended on January 1, 2024. We received 122 applications and 73 were approved for the exam. The exam is scheduled for January 16, 2024.
 - h **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 for certification during this meeting. The next open recruitment began on December 15, 2023 and ends on January 15, 2024. We received 45 applications and 28 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for January 29, 2024.
 - i **Pretreatment Manager** (due to an employee separation). The open recruitment began on December 7, 2023 and ended on January 1, 2024. We received 3 applications and 0 were approved for the exam. The appeal period ends on January 11, 2024.
 - j **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. The exam was administered on December 18, 2023. The eligible list will be presented to the Commission for certification during this meeting.
 - k **Program Coordinator - El Centro del Quinto Sol** (due to an additional FTE). The open recruitment began on December 19, 2023 and ends on January 9, 2024. We received 21 applications and 5 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for January 23, 2024.
 - l **Real Time Crime Center Technician** (due to an additional FTE). The open recruitment began on December 12, 2023 and ended on January 2, 2024. We received 118 applications and 49 were approved for the exam. The exam is scheduled for January 16, 2024.
2. Appeal decision letters.
- a **Police Patrol Officer.** Ratify the Commission letters to Lacey Davidson and Michael DeCesaro regarding rejection of their appeal to the removal of their name from the Police Patrol Officer eligible list.
 - b **Police Patrol Officer.** Ratify the Commission letter to Jonathan Lee regarding approval of their appeal to the rejection of their Police Patrol Officer exam application.
3. Removals from the eligible list.
- a **Civil Engineer / Wastewater.** Ratify the Commission letter to Gregory McKim regarding the removal of their name from the Civil Engineer / Wastewater eligible list.

- b **Community Service Officer.** Ratify the Commission letters to Cecily Bell, Katheryn A Black, Deandria Perez, Kevin Sumruld, and Gary Torrez regarding the removal of their names from the Community Service Officer eligible list.
 - c **Emergency Medical Officer.** Ratify the Commission letter to Garrett Dexter regarding the removal of their name from the Emergency Medical Officer eligible list.
 - d **Emergency Services Dispatcher.** Ratify the Commission letters to Anna Crumrine, James Emrich, and April Montoya regarding the removal of their names from the Emergency Services Dispatcher eligible list.
 - e **Housing and Community Development Coordinator II.** Ratify the Commission letters to Eric Neyer and Jackie Rudder regarding the removal of their names from the Housing and Community Development Coordinator II eligible list.
 - f **Tax Compliance Technician.** Ratify the Commission letter to Marshall Prickett regarding the removal of their name from the Tax Compliance Technician eligible list.
 - g **Wastewater Utility Worker** Ratify the Commission letters to Owen Montoya and Matthew Zotto regarding the removal of their names from the Wastewater Utility Worker eligible list.
- 4. Ratify the Commission letter to Rachel Gordon regarding placement of their name on the Emergency Services Dispatcher reemployment list.
 - 5. Ratify the Commission letters to IAFF Local #3 relating to the anticipated exam dates for Emergency Medical Officer and Fire Captain.

REGULAR AGENDA

- 1. Review the appeal submitted by Jerardo Reyes, relating to the rejection of their application from the Pretreatment Manager exam.
Commission Action: Sustain, reject, or set for formal hearing
- 2. 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.
- 3. Submission of the eligible list for Probation Officer.
Commission Action: Approve and certify the eligible list for the class title of Probation Officer.

ADMINISTRATIVE ITEMS

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

ADJOURN