



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

**TUESDAY, JANUARY 23, 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 January 9, 2024

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, January 9, 2024 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 **Abatement Worker** (due to two new FTEs). The open recruitment began on January 18, 2024 and ends on February 8, 2024. We received 2 applications and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for February 27, 2024.
 - b **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 was administered on January 9, 2023. The eligible list will be presented to the Commission for certification during this meeting.
 - c **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. The open recruitment began on January 11, 2024 and ends on February 4, 2024. We received 20 applications and 9 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for February 20, 2024.

- d **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 9 applications and 6 were approved for the exam. The T&E exam was administered on January 17, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- e **Associate Field Engineer** (due to an employee promotion). The closed recruitment began on January 9, 2024 and ends on January 23, 2024. We received 3 applications and 1 was approved for the exam, as of the date this agenda was prepared. The exam is scheduled for February 6, 2024.
- f **Civil Engineer / Wastewater** (due to a new FTE). The open recruitment began on January 10, 2024 and ends on February 4, 2024. We received 1 application and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for February 20, 2024.
- g **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 47 were approved for the exam. The exam was administered on January 16, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- h **Community Service Officer** (due to an employee resignation). The open recruitment began on January 11, 2024 and ends on February 4, 2024. We received 34 applications and 21 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for February 20, 2024.
- i **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 was administered on January 9, 2023. The eligible list will be presented to the Commission for certification during this meeting.
- j **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 was administered on January 16, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- k **Police Patrol Officer** (due to current and anticipated vacancies). The open recruitment began on December 15, 2023 and ended on January 15, 2024. We received 83 applications and 62 were approved for the exam. The exam is scheduled for January 29, 2024.
- l **Pretreatment Manager** (due to an employee separation). The updated open recruitment began on January 9, 2024 and ends on February 4, 2024. We received 3 applications and 0 were approved for the exam. The exam is scheduled for February 20, 2024.
- m **Program Coordinator - El Centro del Quinto Sol** (due to an additional FTE). The open recruitment began on December 19, 2023 and ended on January 9, 2024. We received 41 applications and 12 were approved for the exam. The exam is scheduled

for January 23, 2024.

- n **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 was administered on January 16, 2024. The eligible list will be presented to the Commission for certification during this meeting.
 - o **SCADA Administrator** (due to an additional FTE). The open recruitment began on January 18, 2024 and ends on February 8, 2024. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for February 27, 2024.
 - p **Senior Media Systems Administrator** (due to an additional FTE). The closed recruitment began on January 18, 2024 and ends on February 1, 2024. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for February 13, 2024.
 - q **WW Compliance Officer** (due to the conversion of a vacant position). The open recruitment began on January 18, 2024 and ends on February 8, 2024. We received 4 applications and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for February 27, 2024.
2. Appeal decision letters.
- a **Pretreatment Manager**. Ratify the Commission letter to Jerardo Reyes regarding rejection of their appeal to the rejection of their Pretreatment Manager exam application.
3. Removals from the eligible list.
- a **Abandoned Vehicle Coordinator**. Ratify the Commission letter to Mikiel Ghelieh regarding the removal of their name from the Abandoned Vehicle Coordinator eligible list.
 - b **Civil Engineer / Wastewater**. Ratify the Commission letter to Robert Quintana regarding the removal of their name from the Civil Engineer / Wastewater eligible list.
 - c **Community Service Officer**. Ratify the Commission letters to Ryan Castillo, Emily Eccher, Mikiel Ghelieh, Nick Martinez, Benjamin Murray, Ashley Roybal, Robert Trujillo, Arlene Workman, Belinda Yarbrough, and Kerstein Zabukovic regarding the removal of their names from the Community Service Officer eligible list.
 - d **Grants Analyst**. Ratify the Commission letters to Heather Cornell, Carol Kahwa and Jennifer Oliver regarding the removal of their names from the Grants Analyst eligible list.
 - e **Housing and Community Development Coordinator II**. Ratify the Commission letters to Cynthia Johnson-Zander and Bryan Wallace regarding the removal of their names from the Housing and Community Development Coordinator II eligible list.
 - f **Legal Support Assistant**. Ratify the Commission letter to Mikiel Ghelieh regarding the removal of their name from the Legal Support Assistant eligible list.
 - g **Police Patrol Officer**. Ratify the Commission letters to Joseph Dols, Robert Manchengo Jr, Chad Martin, Dominic Musso, Alec Popichak, Christopher Ramirez, Craig Smith, and Alex Soderquist regarding the removal of their names from the Police Patrol Officer eligible list.
 - h **Police Sergeant**. Ratify the Commission letter to Justin Preedy regarding the

removal of their name from the Police Sergeant eligible list.

- i **Tax Compliance Technician.** Ratify the Commission letters to Amanda Mead and Marshal Prickett regarding the removal of their names from the Tax Compliance Technician eligible list.
 - j **Traffic Control Utility Worker II.** Ratify the Commission letter to Kevin Lucero regarding the removal of their name from the Traffic Control Utility Worker II eligible list.
- 4. Ratify the Commission letter to Michael Selden regarding placement of their name on the Police Patrol Officer reemployment list.
 - 5. Ratify the Commission letters to IBPO Local #537 relating to the anticipated exam date for Police Captain.
 - 6. Ratify the Commission's decision to conduct a Training and Experience exam for Associate Engineer I.

REGULAR AGENDA

- 1. Review the appeal submitted by Duman Mondragon, relating to the rejection of their Police Patrol Officer exam application.
Commission Action: Sustain, reject, or set for formal hearing
- 2. Review the appeal submitted by Michaela Bryan, relating to the rejection of their Real Time Crime Center Technician exam application.
Commission Action: Sustain, reject, or set for formal hearing
- 3. Submission of the eligible list for Accountant I.
Commission Action: Approve and certify the eligible list for the class title of Accountant I.
- 4. 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.
- 5. Submission of the eligible list for Community Outreach Specialist.
Commission Action: Approve and certify the eligible list for the class title of Community Outreach Specialist.
- 6. Submission of the eligible list for Court Technician.
Commission Action: Approve and certify the eligible list for the class title of Court Technician.
- 7. Submission of the eligible list for Office Assistant.
Commission Action: Approve and certify the eligible list for the class title of Office Assistant.
- 8. Submission of the eligible list for Real Time Crime Center Technician.
Commission Action: Approve and certify the eligible list for the class title of Real Time Crime Center Technician.

ADMINISTRATIVE ITEMS

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

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