



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

**TUESDAY, FEBRUARY 13, 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 23, 2024

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, January 23, 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 ended on February 8, 2024. We received 45 applications and 34 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for February 27, 2024.
  - 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. The open recruitment began on January 11, 2024 and ended on February 4, 2024. We received 37 applications and 25 were approved for the exam. The exam is scheduled for February 20, 2024.
  - c **Associate Field Engineer** (due to an employee promotion). The closed recruitment began on January 9, 2024 and ended on January 23, 2024. We received 4

applications and 2 were approved for the exam. The T&E exam was administered on January 30, 2024. The eligible list will be presented to the Commission for certification during this meeting.

- d **Civil Engineer / Wastewater** (due to a new FTE). The open recruitment began on January 10, 2024 and ended on February 4, 2024. We received 3 applications and 0 were approved for the exam. The updated open recruitment began on February 8, 2024 and ends on March 7, 2024. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for March 19, 2024.
- e **Community Service Officer** (due to an employee resignation). The open recruitment began on January 11, 2024 and ended on February 4, 2024. We received 94 applications and 75 were approved for the exam. The exam is scheduled for February 20, 2024.
- f **GPS Technician** (due to a new FTE). The open recruitment began on February 4, 2024 and ends on February 25, 2024. We received 15 applications and 2 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for March 12, 2024.
- g **Grant Coordinator / Financial Empowerment** (due to an additional FTE). The open recruitment began on February 9, 2024 and ends on March 3, 2024. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for March 19, 2024.
- h **Mason** (due to a new FTE). The open recruitment began on January 25, 2024 and ends on February 18, 2024. We received 12 applications and 2 were approved for the exam. The exam is scheduled for March 5, 2024.
- i **Parts Clerk** (due to an employee transfer). The open recruitment began on January 25, 2024 and ended on February 8, 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.
- j **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 written exam was administered on January 29, 2024. The list will be presented to the Commission after action is taken on the previous list. An updated open recruitment began on February 1, 2024 and ends on February 25, 2024. We received 38 applications and 24 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for March 11, 2024.
- k **Pretreatment Manager** (due to an employee separation). The updated open recruitment began on January 9, 2024 and ended on February 4, 2024. We received 5 applications and 1 was approved for the exam. The T&E exam was administered on February 7, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- l **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 11 were approved for the exam. The exam was administered on January 23, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- m **SCADA Administrator** (due to an additional FTE). The open recruitment began on January 18, 2024 and ended on February 8, 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 27, 2024.

- n **Sr. Integration Administrator** (due to a new FTE). The open recruitment began on January 25, 2024 and ended on February 8, 2024. We received 1 approved application. The T&E exam was administered on February 9, 2024. The eligible list will be presented to the Commission for certification during this meeting.
  - o **Sr. Media Systems Administrator** (due to an additional FTE). The closed recruitment began on January 18, 2024 and ended on February 1, 2024. We received 1 approved application. The T&E exam was administered on February 7, 2024. The eligible list will be presented to the Commission for certification during this meeting.
  - p **Utility Locate Technician** (due to a new FTE). The open recruitment began on February 4, 2024 and ends on February 25, 2024. We received 21 applications and 2 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for March 12, 2024.
  - q **WW Compliance Officer** (due to the conversion of a vacant position). The open recruitment began on January 18, 2024 and ended on February 8, 2024. We received 44 applications and 25 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 **Police Patrol Officer.** Ratify the Commission letter to Duman Mondragon regarding rejection of their appeal to the rejection of their Police Patrol Officer exam application.
  - b **Real Time Crime Center Technician.** Ratify the Commission letter to Michaela Bryan regarding approval of their appeal to the rejection of their Real Time Crime Center Technician exam application.
3. Removals from the eligible list.
- a **Associate Engineer I.** Ratify the Commission letter to Richard Graeber regarding the removal of their name from the Associate Engineer I eligible list.
  - b **Court Technician.** Ratify the Commission letter to Taylor Leyva regarding the removal of their name from the Court Technician eligible list.
  - c **Emergency Services Dispatcher.** Ratify the Commission letters to Dutch Ledford, Jo Lucero, Shania Peil, Nicholas Sandoval, Alex Soderquist, and Joseph Vandyke regarding the removal of their names from the Emergency Services Dispatcher eligible list.
  - d **Office Assistant.** Ratify the Commission letter to Sandra Proud regarding the removal of their name from the Office Assistant eligible list.
  - e **Police Patrol Officer.** Ratify the Commission letter to Rhian Jenkins regarding the removal of their name from the Police Patrol Officer eligible list.
  - f **Probation Officer.** Ratify the Commission letter to Nicholas Recore regarding the removal of their name from the Probation Officer eligible list.
4. Ratify the Commission's decision to conduct a Training and Experience exam for Associate Field Engineer and Pretreatment Manager, Sr. Integration Administrator and Sr. Media Systems Administrator.

## REGULAR AGENDA

1. Review the request by Forensic Truth Verification Group to approve Robert Perez as an examiner for City of Pueblo polygraph evaluations.

**Commission Action:** Approve or deny the request

2. Review the appeal submitted by Dylan Swanson, relating to the rejection of their Community Service Officer exam application.

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

3. Review the appeal submitted by Billy Sherman, relating to the rejection of their Police Patrol Officer exam application.

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

4. 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.

5. Submission of the eligible list for Pretreatment Manager.

**Commission Action:** Approve and certify the eligible list for the class title of Pretreatment Manager.

6. Submission of the eligible list for Program Coordinator - El Centrol Del Quinto Sol.

**Commission Action:** Approve and certify the eligible list for the class title of Program Coordinator - El Centro Del Quinto Sol.

7. Submission of the eligible list for Sr. Integration Administrator.

**Commission Action:** Approve and certify the eligible list for the class title of Sr.Integration Administrator.

8. Submission of the eligible list for Sr. Media Systems Administrator.

**Commission Action:** Approve and certify the eligible list for the class title of Sr. Media Systems Administrator.

## **ADMINISTRATIVE ITEMS**

1. 2023 State of the Office report by the staff.
2. Set the date for the next Civil Service Commission Meeting.

## **ADJOURN**