



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

**TUESDAY, MARCH 12, 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 February 13, 2024

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, February 13, 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** (*Vacancy: Two New FTEs*). The open recruitment began on January 18, 2024 and ended on February 8, 2024. We received 45 applications and 35 were approved for the exam. The exam was administered on February 27, 2024. The eligible list will be presented to the Commission for certification during this meeting.
 - b **Accounting Technician IV** (*Vacancy: Current and Anticipated*). 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 was administered on February 20, 2024. The eligible list will be presented to the Commission for certification during this meeting.

- c **Assistant Fire Chief** (Vacancy: None / Contractual Agreement). The closed recruitment began on February 25, 2024 and ended on March 10, 2024. We received 4 applications and all were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for March 26, 2024.
- d **Associate Engineer I** (Vacancy: Multiple). The closed recruitment began on February 15, 2024 and ended on February 29, 2024. We received 1 application and 0 were approved for the exam. The open recruitment began on March 1, 2024 and ends on March 24, 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 April 9, 2024.
- e **Civil Engineer / Transportation** (Vacancy: New FTE). The open recruitment began on February 21, 2024 and ends on March 14, 2024. We received 4 applications and 3 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for March 26, 2024.
- f **Civil Engineer / Wastewater** (Vacancy: 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 ended on March 7, 2024. We received 5 applications and 4 were approved for the exam. The T&E exam was administered on March 8, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- g **Community Service Officer** (Vacancy: 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 was administered on February 20, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- h **Construction Inspector** (Vacancy: Employee Promotion). The closed recruitment began on March 1, 2024 and ends on March 17, 2024. We received 3 applications and 2 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 2, 2024.
- i **Emergency Medical Officer** (Vacancy: None / Contractual Agreement). The closed recruitment began on February 25, 2024 and ended on March 10, 2024. We received 4 applications and 3 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for March 25, 2024.
- j **Emergency Services Dispatcher** (Vacancy: Multiple). The open recruitment began on February 29, 2024 and ends on March 21, 2024. We received 26 applications and 14 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 2, 2024.
- k **GPS Technician** (Vacancy: New FTE). The open recruitment began on February 4, 2024 and ended on February 25, 2024. We received 25 applications and 6 were approved for the exam. The exam is scheduled for March 19, 2024.
- l **Grant Coordinator / Financial Empowerment** (Vacancy: An Additional FTE). The open recruitment began on February 9, 2024 and ended on March 3, 2024. We received 13 applications and 2 were approved for the exam. The T&E exam was administered on March 8, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- m **Grants Analyst** (Vacancy: Employee Promotion). The open recruitment began on February 22, 2024 and ends on March 14, 2024. We received 7 applications and 1 was approved for the exam, as of the date this agenda was prepared. The exam is

scheduled for March 26, 2024.

- n **Housing and Community Development Coordinator II** (*Vacancy: Employee Separation*). The open recruitment began on March 6, 2024 and ends on March 31, 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 April 16, 2024.
- o **Mason** (*Vacancy: New FTE*). The open recruitment began on January 25, 2024 and ended on February 18, 2024. We received 16 applications and 4 were approved for the exam. The T&E exam was administered on March 5, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- p **Parts Clerk** (*Vacancy: Employee Transfer*). The open recruitment began on February 14, 2024 and ended on March 7, 2024. We received 28 applications and 4 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for March 19, 2024.
- q **Police Patrol Officer** (*Vacancy: Current and Anticipated*). The open recruitment began on December 15, 2023 and ended on January 15, 2024. We received 83 applications and 63 were approved for the exam. The written exam was administered on January 29, 2024. The eligible list will be presented to the Commission for certification during this meeting. An updated open recruitment began on February 1, 2024 and ended on February 25, 2024. We received 100 applications and 77 were approved for the exam. The exam was administered on March 11, 2024.
- r **Pretreatment Manager** (*Vacancy: Employee Promotion*). The open recruitment began on February 21, 2024 and ends on March 21, 2024. We received 4 applications and 2 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 2, 2024.
- s **Radio Technician II** (*Vacancy: Employee Resignation*). The closed recruitment began on February 21, 2024 and ended on March 6, 2024. We received 0 applications. The open recruitment began on March 7, 2024 and ends on March 31, 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 April 16, 2024.
- t **SCADA Administrator** (*Vacancy: Additional FTE*). The open recruitment began on January 18, 2024 and ended on February 8, 2024. We received 3 applications and 2 were approved for the exam. The T&E exam was administered on February 21, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- u **Utility Locate Technician** (*Vacancy: New FTE*). The open recruitment began on February 4, 2024 and ended on February 25, 2024. We received 33 applications and 5 were approved for the exam. The T&E exam was administered on March 8, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- v **Wastewater Operator A** (*Vacancy: Employee Retirement*). The closed recruitment began on February 15, 2024 and ended on February 29, 2024. We received 2 applications and both were approved for the exam. The T&E was administered on March 8, 2024. The list will be presented to the Commission for certification during this meeting.
- w **Wastewater Utility Worker** (*Vacancy: Employee Promotion*). The open recruitment began on March 6, 2024 and ends on March 31, 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 April 16, 2024.

- x **WW Compliance Officer** (*Vacancy: 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. The exam was administered on February 27, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- 2. Appeal decision letters.
 - a **Community Service Officer**. Ratify the Commission letter to Dylan Swanson regarding rejection of their appeal to the rejection of their Community Service Officer exam application.
 - b **Police Patrol Officer**. Ratify the Commission letter to Billy Sherman regarding approval of their appeal to the rejection of their Police Patrol Officer exam application.
 - 3. Removals from the eligible list.
 - a **Associate Engineer I**. Ratify the Commission letters to Richard Cruz Castro, Anthony Flores, and Quinn Risen regarding the removal of their names from the Associate Engineer I eligible list.
 - b **Emergency Services Dispatcher**. Ratify the Commission letters to Maria Blake, Chrystal Bond, Nicole Fowler, Lisa Minjares, Ian Muasau, and Jessica Rister regarding the removal of their names from the Emergency Services Dispatcher eligible list.
 - c **Police Patrol Officer**. Ratify the Commission letters to Corey Angell, Silvano Archuleta, George Baker, Shane Barrett, Brianne Bennett-Perkins, Blake Biegalski, Morgan Bohac, Jaxson Cortinas, Michael Dowdle, Brandon Edgerly, Dilan Finnestead, Victor Gibson, Malachi Gonzales, Lane Hendrickson, Jaret Jansen, Mark Jensen, Mitchell Klempan, Logan Kowalski, Jonathan Lee, Robert Medina, Nathan Moats, Ryan Nelson, Jonathan Olvera, Gerald Pino, Bryton Quintana, Caynon Rorex, Blake Wilson, and Brian Woodmansee, regarding the removal of their names from the Police Patrol Officer eligible list.
 - d **Program Coordinator (El Centro del Quinto Sol)**. Ratify the Commission letter to Rudy Fuentes, Joshua House regarding the removal of their names from the Program Coordinator (El Centro del Quinto Sol) eligible list.
 - e **Real Time Crime Center Technician**. Ratify the Commission letter to Myriah Mazzela regarding the removal of their name from the Real Time Crime Center Technician eligible list.
 - f **Wastewater Utility Worker**. Ratify the Commission letters to Garrett Larkin, Shaun Romero and Bradley Ward regarding the removal of their names from the Wastewater Utility Worker eligible list.
 - 4. Ratify the Commission letter to Joseph Markarian regarding the placement of their name on the Police Patrol Officer reemployment list.
 - 5. Ratify the Commission's decision to conduct a Training and Experience exam for Civil Engineer / Wastewater, Grant Coordinator / Financial Empowerment, Mason, SCADA Administrator, Utility Locate Technician, and Wastewater Operator A.

REGULAR AGENDA

- 1. Submission of the eligible list for Abatement Worker.

Commission Action: Approve and certify the eligible list for the class title of Abatement Worker.

2. Submission of the eligible list for Accounting Technician IV.

Commission Action: Approve and certify the eligible list for the class title of Accounting Technician IV.

3. 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.

4. Submission of the eligible list for Community Service Officer.

Commission Action: Approve and certify the eligible list for the class title of Community Service Officer.

5. Submission of the eligible list for Grant Coordinator / Financial Empowerment.

Commission Action: Approve and certify the eligible list for the class title of Grant Coordinator / Financial Empowerment.

6. Submission of the eligible list for Mason.

Commission Action: Approve and certify the eligible list for the class title of Mason.

7. 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.

8. Submission of the eligible list for SCADA Administrator.

Commission Action: Approve and certify the eligible list for the class title of SCADA Administrator.

9. Submission of the eligible list for Utility Locate Technician.

Commission Action: Approve and certify the eligible list for the class title of Utility Locate Technician.

10. Submission of the eligible list for Wastewater Operator A.

Commission Action: Approve and certify the eligible list for the class title of Wastewater Operator A.

11. Submission of the eligible list for WW Compliance Officer.

Commission Action: Approve and certify the eligible list for the class title of WW Compliance Officer.

ADMINISTRATIVE ITEMS

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

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