



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

**TUESDAY, MARCH 26, 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 March 12, 2024.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, March 12, 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 **Accountant II** (*Vacancy: Separated Employee*). The open recruitment began on March 11, 2024 and ends on April 1, 2024. We received 8 applications and 3 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 16, 2024.
 - b **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. The exam is scheduled for March 26, 2024.
 - c **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

ended on March 24, 2024. We received 7 applications and 2 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 9, 2024.

- d **Civil Engineer / Transportation** (*Vacancy: New FTE*). The open recruitment began on February 21, 2024 and ended on March 14, 2024. We received 4 applications and 3 were approved for the exam. The T&E exam was administered on March 15, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- e **Construction Inspector** (*Vacancy: Employee Promotion*). The closed recruitment began on March 1, 2024 and ended on March 17, 2024. We received 7 applications and 4 were approved for the exam. The exam is scheduled for April 2, 2024.
- f **Emergency Medical Officer** (*Vacancy: None / Contractual Agreement*). The closed recruitment began on February 25, 2024 and ended on March 10, 2024. We received 5 applications and all were approved for the exam. The exam is scheduled for March 25, 2024.
- g **Emergency Services Dispatcher** (*Vacancy: Multiple*). The open recruitment began on February 29, 2024 and ended on March 21, 2024. We received 64 applications and 50 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 2, 2024.
- h **GPS Technician** (*Vacancy: New FTE*). The open recruitment began on February 4, 2024 and ended on February 25, 2024. We received 25 applications, 6 were approved for the exam and 1 subsequently withdrew from the process. The T&E exam was administered on March 12, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- i **Grants Analyst** (*Vacancy: Employee Promotion*). The open recruitment began on February 22, 2024 and ended on March 14, 2024. We received 17 applications and 6 were approved for the exam. The exam is scheduled for March 26, 2024.
- j **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 19 applications and 2 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 16, 2024.
- k **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. The T&E exam was administered on March 15, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- l **Police Patrol Officer** (*Vacancy: Current and Anticipated*). The 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. The eligible list will be presented to the Commission for certification in April 2024.
- m **Pretreatment Manager** (*Vacancy: Employee Promotion*). The open recruitment began on February 21, 2024 and ended on March 21, 2024. We received 5 applications and 2 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 2, 2024.
- n **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 4 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 **Senior Systems Administrator** (*Vacancy: Employee Promotion*). The closed recruitment began on March 11, 2024 and ended on March 25, 2024. We received 0 applications, as of the date this agenda was prepared. The exam is scheduled for April 9, 2024.
- p **Wastewater Utility Worker** (*Vacancy: Employee Promotion*). The open recruitment began on March 6, 2024 and ends on March 31, 2024. We received 19 applications and 10 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for April 16, 2024.

2. Removals from the eligible list.

- a **Abatement Worker**. Ratify the Commission letter to Shawn Wasilowski regarding the removal of their name from the Abatement Worker eligible list.
- b **Accounting Technician IV**. Ratify the Commission letter to Jonathan Drake, regarding the removal of their name from the Accounting Technician IV eligible list.
- c **Airport Operations / Maintenance Worker**. Ratify the Commission letters to David Garcia and Joseph Thompson, regarding the removal of their names from the Airport Operations / Maintenance Worker eligible list.
- d **Police Patrol Officer**. Ratify the Commission letters to Jeffrey Canada, Christopher Gutierrez, Anthony Lopez, Damien Lucero, Daniel Montoya, Ebanee Moyers, Gary Muckelvaney, Jose Romero, Ausitn Roy, Daniel Sanchez, Kristen Solero, Brendan Sparks, Zacharia Suhy, Blake Wilson, and John Winchell regarding the removal of their names from the Police Patrol Officer eligible list.
- e **Program Coordinator / El Centro del Quinto Sol**. Ratify the Commission letters to Gerald Madrid, Rebecca Robles, and Geva Ledezma-Salerno, regarding the removal of their names from the Program Coordinator / El Centro del Quinto Sol eligible list.

3. Ratify the Commission's decision to conduct a Training and Experience exam for Civil Engineer/Transportation, GPS Technician and Parts Clerk.

REGULAR AGENDA

1. Review the appeal submitted by Jeffrey Canada, relating to the removal of their name from the Police Patrol Officer eligible list.

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

2. Submission of the eligible list for Civil Engineer / Transportation.

Commission Action: Approve and certify the eligible list for the class title of Civil Engineer / Transportation.

3. Submission of the eligible list for GPS Technician.

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

4. Submission of the eligible list for Parts Clerk.

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

5. Review the viability of reverting to monthly Civil Service Commission meetings.

Commission Action: Revert to monthly meetings, status quo or other.

ADMINISTRATIVE ITEMS

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

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