



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

**THURSDAY, APRIL 18, 2024
11:00 AM**

Individuals Requiring Special Accommodations Should Notify the City's ADA Coordinator at (719) 553-2295 by Noon on the Wednesday Preceding the Meeting.

Agenda

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

1. Regular meeting of March 26, 2024.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, March 26, 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 ended on April 1, 2024. We received 15 applications and 12 were approved for the exam. The exam was administered on April 16, 2024. The eligible list will be presented to the Commission for certification during this meeting.
 - 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 was administered on March 26, 2024. The eligible list will be presented to the Commission for certification during this meeting.
 - 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 12 applications and 6 were approved for the exam. The T&E exam was administered on April 4, 2024. The eligible list will be presented to the Commission for certification during this meeting.

- d **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 was administered on April 16, 2024. The Rule 23 appeal period ends on April 30, 2024.
- e **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 was administered on March 25, 2024.
- f **Emergency Services Dispatcher** (*Vacancy: Multiple*). The open recruitment began on February 29, 2024 and ended on March 21, 2024. We received 64 applications and 52 were approved for the exam. The exam was administered on April 2, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- g **Grants Analyst** (*Vacancy: Employee Promotion*). The open recruitment began on February 22, 2024 and ended on March 14, 2024. We received 15 applications and 6 were approved for the exam. The exam was administered on March 26, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- h **Housing and Community Development Coordinator II** (*Vacancy: Employee Separation*). The open recruitment began on March 6, 2024 and ended on March 31, 2024. We received 27 applications and 8 were approved for the exam. The exam was administered on April 16, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- i **Outdoor Recreation Administrator** (*Vacancy: New FTE*). The open recruitment began on April 12, 2024 and ends on May 3, 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 May 14, 2024.
- j **Parts Clerk** (*Vacancy: Employee Transfer*). The closed recruitment began on April 4, 2024 and ends on April 18, 2024. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for April 30, 2024.
- k **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 during this meeting. The updated open recruitment began on March 31, 2024 and ends on April 21, 2024. We received 54 applications and 40 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for May 7, 2024.
- l **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. The T&E exam was administered on April 1, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- m **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 ended on March 31, 2024. We received 6 applications and 1 was approved for the exam. The T&E exam was administered on April 4, 2024. The eligible list will be presented to the Commission for certification during this meeting.

- n **Senior Systems Administrator (Vacancy: Employee Promotion).** The closed recruitment began on March 11, 2024 and ended on March 25, 2024. We received 1 application and it was approved for the exam. The T&E exam was administered on April 1, 2024. The eligible list will be presented to the Commission for certification during this meeting.
 - o **Wastewater Utility Worker (Vacancy: Employee Promotion).** The open recruitment began on March 6, 2024 and ended on March 31, 2024. We received 28 applications and 16 were approved for the exam. The exam was administered on April 16, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- 2. Appeal decision letters.
 - a **Police Patrol Officer.** Ratify the Commission letter to Jeffrey Canada regarding rejection of their appeal to the removal of their name from the Police Patrol Officer eligible list.
 - 3. Removals from the eligible list.
 - a **Civil Engineer / Transportation.** Ratify the Commission letter to Ralph Nisenbaum regarding the removal of their name from the Civil Engineer / Transportation eligible list.
 - b **Civil Engineer / Wastewater.** Ratify the Commission letter to Jimmy Cruz regarding the removal of their name from the Civil Engineer / Wastewater eligible list.
 - c **Parts Clerk.** Ratify the Commission letter to Joshua McDonald and Colton Paradiso regarding the removal of their names from the Parts Clerk eligible list.
 - d **Police Patrol Officer.** Ratify the Commission letters to Samuel Anderson, Blake Biegalski, Tristan Cruz-Racette, Nathan Dale, Mistie Dennis, Victor Gibson, Shane Gordon, Chance Grasmick, Sierra Gutierrez, Robert Manchego Jr, Robert Medina, William Ownbey, Tyler Renck, Billy Sherman, Will Steinmetz, and Brian Woodmansee regarding the removal of their names from the Police Patrol Officer eligible list.
 - e **Real Time Crime Center Technician.** Ratify the Commission letters to Robert Manchego Jr., Mary McKercher, Kimberly Polk, and Luke Wiley regarding the removal of their names from the Real Time Crime Center Technician eligible list.
 - 4. Ratify the Commission's decision to conduct a Training and Experience exam for Associate Engineer I, Pretreatment Manager, Radio Technician II, and Sr Systems Administrator.
 - 5. Ratify the Commission's letter to Jared Renteria regarding the placement of their name on the Police Patrol Officer reemployment list.

REGULAR AGENDA

- 1. Review the appeal submitted by Andre Bustamante, relating to the content of the Emergency Medical Officer exam.

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

2. Review the appeal submitted by Michael Martinez, relating to the rejection of their application for the Police Patrol Officer exam.

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

3. Review the appeal submitted by Zacharia Suhy, relating to the removal of their name from the Police Patrol Officer eligible list.

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

4. Submission of the eligible list for Accountant II.

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

5. Submission of the eligible list for Assistant Fire Chief.

Commission Action: Approve and certify the eligible list for the class title of Assistant Fire Chief.

6. 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.

7. Submission of the eligible list for Emergency Services Dispatcher.

Commission Action: Approve and certify the eligible list for the class title of Emergency Services Dispatcher.

8. Submission of the eligible list for Grants Analyst.

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

9. Submission of the eligible list for Housing and Community Development Coordinator II.

Commission Action: Approve and certify the eligible list for the class title of Housing and Community Development Coordinator II.

10. 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.

11. Submission of the eligible list for Pretreatment Manager.

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

12. Submission of the eligible list for Radio Technician II.

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

13. Submission of the eligible list for Sr. Systems Administrator.

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

14. Submission of the eligible list for Wastewater Utility Worker.

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

Utility Worker.

ADMINISTRATIVE ITEMS

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

HEARING

1. Review the appeal submitted by Ross Wedgle, pursuant to Article 7, Section 11(i) of the general service contract, relating to the non-selection of the top-ranking candidate on the Wastewater Operator A eligible list.

Commission Action: Sustain or reject.

EXECUTIVE SESSION

ADJOURN