



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

**THURSDAY, MAY 16, 2024
11:00 AM**

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

Agenda

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

1. Regular meeting of April 18, 2024.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Thursday, April 18, 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: Employee Separation*). The open recruitment began on May 16, 2024 and ends on June 6, 2024. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for June 18, 2024.
 - b **Civil Engineer / Wastewater** (*Vacancy: Conversion of a Vacant FTE*). The open recruitment began on April 18, 2024 and ends on May 16, 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 May 28, 2024.
 - c **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 eligible list will be presented to the Commission for certification during this meeting.

- d **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. Since all applicants failed the exam, the Fire Department opted to open the position to non-City employees. The open recruitment began on April 28, 2024 and ends on June 6, 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 July 9, 2024.
- e **Fire Captain** (*Vacancy: Contractual Agreement*). The closed recruitment began on May 12, 2024 and ends on May 26, 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 June 11, 2024.
- f **MS4 Permit Coordinator** (*Vacancy: Employee Resignation*). The open recruitment began on April 24, 2024 and ends on May 23, 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 June 4, 2024.
- g **Outdoor Recreation Administrator** (*Vacancy: New FTE*). The open recruitment began on April 12, 2024 and ended on May 3, 2024. We received 25 applications and 4 were approved for the exam. The T&E exam was administered on May 7, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- h **Parts Clerk** (*Vacancy: Employee Transfer*). The closed recruitment began on April 4, 2024 and ended on April 18, 2024. We received 0 applications. The open recruitment began on April 24, 2024 and ends on May 16, 2024. We received 42 applications and 9 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for May 28, 2024.
- i **PD Community Engagement Manager** (*Vacancy: New FTE*). The open recruitment began on April 28, 2024 and ends on May 19, 2024. We received 19 applications and 6 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for June 4, 2024.
- j **Police Patrol Officer** (*Vacancy: Current and Anticipated*). The updated open recruitment began on March 31, 2024 and ended on April 21, 2024. We received 87 applications and 73 were approved for the exam, including 9 who were POST certified and were referred to HR per the Mayoral Order. The exam was administered on May 7, 2024. The eligible lists (POST-Certified & Entry) will be presented to the Commission for certification during this meeting. The updated open recruitment began on May 12, 2024 and ends on June 13, 2024. We received 12 applications and 9 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for June 25, 2024.
- k **Pretreatment Manager** (*Vacancy: Employee Promotion*). The open recruitment began on May 1, 2024 and ends on May 30, 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 June 11, 2024.
- l **Radio Technician II** (*Vacancy: Employee Resignation*). The closed recruitment began on April 24, 2024 and ended on May 8, 2024. We received 0 applications. The open recruitment began on May 9, 2024 and ends on May 30, 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 June 11, 2024.
- m **System Administrator** (*Vacancy: Employee Promotion*). The closed recruitment began on April 30, 2024 and ends on May 14, 2024. We received 1 application and it

was approved for the exam, as of the date this agenda was prepared. The exam is scheduled for May 28, 2024.

- n **Tax Compliance Technician** (*Vacancy: Employee Termination*). The open recruitment began on May 2, 2024 and ends on May 23, 2024. We received 16 applications and 9 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for June 4, 2024.
 - o **Traffic Control Utility Worker II** (*Vacancy: Employee Promotions*). The closed recruitment began on April 18, 2024 and ended on May 2, 2024. We received 0 applications. The open recruitment began on May 16, 2024 and ends on June 6, 2024. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for June 18, 2024.
 - p **Traffic Engineering Analyst** (*Vacancy: Employee Resignation*). The open recruitment began on May 6, 2024 and ends on May 27, 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 June 10, 2024.
2. Appeal decision letters.
- a **Emergency Medical Officer**. Ratify the Commission letter to Andre Bustmante regarding the objection of their challenged questions related to the Emergency Medical Officer examination.
 - b **Police Patrol Officer**. Ratify the Commission letter to Michael Martinez regarding rejection of their appeal to the rejection of their application to the Police Patrol Officer examination.
 - c **Police Patrol Officer**. Ratify the Commission letter to Zacharia Suhy 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 **Abatement Worker**. Ratify the Commission letter to Alicia Cabrera regarding the removal of their name from the Abatement Worker eligible list.
 - b **Accountant II**. Ratify the Commission letter to Michelle Eveatt regarding the removal of their name from the Accountant II eligible list.
 - c **Airport Operations/Maintenance Worker**. Ratify the Commission letters to Mandrick Holifield, Adam Withrow regarding the removal of their names from the Airport Operations/Maintenance Worker eligible list.
 - d **Associate Engineer I**. Ratify the Commission letters to Bryce Aumiller, Carson Emeigh, regarding the removal of their names from the Associate Engineer I eligible list.
 - e **Civil Engineer/Wastewater**. Ratify the Commission letter to Sean Maik regarding the removal of their name from the Civil Engineer/Wastewater eligible list.
 - f **Community Service Officer**. Ratify the Commission letters to Jessica Hoppe, Rhian Jenkins, Robert Manchego and Lee Rinehart, regarding the removal of their names from the Community Service Officer eligible list.
 - g **Emergency Services Dispatcher**. Ratify the Commission letters to Brittany Bremer, Clyde Campbell, Karen Fonda, Taylor Gordon, Charissa Lucero, Akaysha Mynes, Kayla Perry and Blake Rubeshaw, regarding the removal of their names from the

Emergency Services Dispatcher eligible list.

- h **Marketing and Recruitment Specialist.** Ratify the Commission letters to Sam Baker, Alesha Frederick, Andrew Ivan and Steven Medina, regarding the removal of their names from the Marketing and Recruitment Specialist eligible list.
 - i **Office Assistant.** Ratify the Commission letters to Donna Brantley-Arango, Raelyn Gonzales, Raymond Medved, Kindra Miller, Hannah-Lee Mock and Caitlin Ortega, regarding the removal of their names from the Office Assistant eligible list.
 - j **Police Patrol Officer.** Ratify the Commission letters to Kyle Batchelder, Anthony Bates, Rory Bowen-Jimenez, Colby Bryant, Charlie Casados, Ryan Cruz, Joseph Dols, Henry Dorr, Victor Gibson, Christopher Gutierrez, Charles Hall, Brendon Hough, David Huntley, Mitchell Klempan, Nolan McLaughlin, Princella Murillo, Richard Orr, Lee Rinehart, James Rohlan, Nicolas Roney, Theodore Roop, Emily Simpson, Aaron Taylor, Cody Thompson, Murray Treadway, Cody Van Riper, Brennan Watson and Isaac Whitehill regarding the removal of their names from the Police Patrol Officer eligible list.
 - k **Pretreatment Manager.** Ratify the Commission letters to Jorge Lopez and David Paterniti, regarding the removal of their names from the Pretreatment Manager eligible list.
 - l **Radio Technician II.** Ratify the Commission letter to Anthony Musolino, regarding the removal of their name from the Radio Technician II eligible list.
 - m **Real Time Crime Center Technician.** Ratify the Commission letters to Jessica Hoppe and Melinda Lawson regarding the removal of their names from the Real Time Crime Center Technician eligible list.
 - n **Utility Locate Technician.** Ratify the Commission letters to Noah Mestas, Ruben Perez, Geneva Steckman and Eric Trujillo regarding the removal of their names from the Utility Locate Technician eligible list.
4. Ratify the Commission's decision to conduct a Training and Experience exam for Outdoor Recreation Administrator.

REGULAR AGENDA

1. Review the appeal submitted by Matthew McHale, relating to the rejection of their application for the Outdoor Recreation Administrator exam.
Commission Action: Sustain, reject, or set for formal hearing
2. Review the appeal submitted by Sandra Gutierrez, relating to the rejection of their application for the PD Community Engagement Manager exam.
Commission Action: Sustain, reject, or set for formal hearing
3. Review the appeal submitted by Joseph Stevens, relating to the rejection of their application for the Police Patrol Officer exam.
Commission Action: Sustain, reject, or set for formal hearing
4. Submission of the eligible list for Construction Inspector.
Commission Action: Approve and certify the eligible list for the class title of Construction Inspector.

5. Submission of the eligible list for Outdoor Recreation Administrator.

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

6. Submission of the eligible list for Police Patrol Officer (Entry Level).

Commission Action: Approve and certify the eligible list for the class title of Police Patrol Officer (Entry-Level).

7. Submission of the eligible list for Police Patrol Officer (POST Certified).

Commission Action: Approve and certify the eligible list for the class title of Police Patrol Officer (POST Certified).

ADMINISTRATIVE ITEMS

1. Update regarding criteria for special meetings.
2. Set the date for the next Civil Service Commission Meeting.

ADJOURN