



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

**THURSDAY, JUNE 20, 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 May 16, 2024.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Thursday, May 16, 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 ended on June 6, 2024. We received 13 applications and 11 were approved for the exam. The exam was administered on June 18, 2024. The eligible list will be presented to the Commission for certification during this meeting.
 - b **Civil Engineer / Wastewater** (*Vacancy: Conversion of a Vacant FTE*). The open recruitment began on April 18, 2024 and ended on May 16, 2024. We received 3 applications and 2 were approved for the exam. The T&E exam was administered on May 23, 2024. The eligible list will be presented to the Commission for certification during this meeting.
 - c **Dispatch Training Coordinator** (*Vacancy: Promoted Employee*). The open recruitment began on June 2, 2024 and ends on June 23, 2024. We received 6

applications and 1 was approved for the exam, as of the date this agenda was prepared. The exam is scheduled for July 9, 2024.

- 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 ended on June 6, 2024. We received 6 applications and 1 was approved for the exam. The T&E exam was administered on June 13, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- e **Emergency Services Dispatcher** (*Vacancy: Multiple*). The open recruitment began on June 11, 2024 and ends on July 2, 2024. We received 29 applications and 16 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for July 16, 2024.
- f **Fire Captain** (*Vacancy: Contractual Agreement*). The closed recruitment began on May 12, 2024 and ended on May 26, 2024. We received 15 applications and 13 were approved for the exam. The exam was administered on June 11, 2024. The Rule 23 appeal period ends on June 26, 2024.
- g **Marketing and Social Media Specialist** (*Vacancy: New FTE*). The open recruitment began on May 15, 2024 and ended on June 6, 2024. We received 73 applications and 32 were approved for the exam. The exam was administered on June 18, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- h **MS4 Permit Coordinator** (*Vacancy: Employee Resignation*). The open recruitment began on April 24, 2024 and ended on May 23, 2024. We received 5 applications and 1 was approved for the exam. The T&E exam was administered on June 4, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- i **Non-Profit Compliance Coordinator** (*Vacancy: New FTE*). The open recruitment began on May 23, 2024 and ended on June 16, 2024. We received 35 applications and 7 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for July 2, 2024.
- j **Parks Supervisor** (*Vacancy: Employee Retirement*). The open recruitment began on June 16, 2024 and ends on July 7, 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 July 22, 2024.
- k **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 ended on May 16, 2024. We received 50 applications and 9 were approved for the exam. The exam was administered on May 28, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- l **PD Community Engagement Manager** (*Vacancy: New FTE*). The open recruitment began on April 28, 2024 and ended on May 19, 2024. We received 28 applications and 13 were approved for the exam. The exam was administered on June 4, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- m **Police Patrol Officer** (*Vacancy: Current and Anticipated*). The updated open recruitment began on May 12, 2024 and ended on June 13, 2024. We received 105

applications and 77 were approved for the exam, including 8 who were POST certified and were referred to HR per the Mayoral Order. The exam is scheduled for June 25, 2024. The eligible list for POST certified applicants will be presented to the Commission for certification during this meeting.

- n **Pretreatment Manager** (*Vacancy: Employee Promotion*). The open recruitment began on May 1, 2024 and ended on May 30, 2024. We received 8 applications and 0 were approved for the exam. The Commission will rule on a submitted Rule 17 appeal during this meeting.
- o **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 ended on May 30, 2024. We received 6 applications and 1 was approved for the exam. The T&E exam was administered on June 10, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- p **Senior PC Network Technician** (*Vacancy: Employee Promotion*). The closed recruitment began on May 30, 2024 and ended on June 13, 2024. We received 2 applications and both were approved for the exam. The T&E exam was administered on June 17, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- q **Tax Compliance Technician** (*Vacancy: Employee Termination*). The open recruitment began on May 2, 2024 and ended on May 23, 2024. We received 22 applications and 16 were approved for the exam. The exam was administered on June 4, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- r **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 ended on June 6, 2024. We received 26 applications and 6 were approved for the exam. The exam was administered on June 18, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- s **Traffic Engineering Analyst** (*Vacancy: Employee Resignation*). The open recruitment began on May 6, 2024 and ended on May 27, 2024. We received 6 applications and 4 were approved for the exam. The T&E exam was administered on June 4, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- t **Traffic Signs and Marking Specialist** (*Vacancy: Promoted Employee*). The closed recruitment began on June 12, 2024 and ends on June 27, 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.

2. Appeal decision letters.

- a **Outdoor Recreation Administrator**. Ratify the Commission letter to Matthew McHale regarding approval of their appeal to the rejection of their application to the Outdoor Recreation Administrator examination.
- b **PD Community Engagement Manager**. Ratify the Commission letter to Sandra Gutierrez regarding rejection of their appeal to the rejection of their application to the PD Community Engagement Manager examination.
- c **Police Patrol Officer**. Ratify the Commission letter to Joseph Stevens regarding

approval of their appeal to the rejection of their application to the Police Patrol Officer examination.

3. Removals from the eligible list.

- a **Abatement Worker.** Ratify the Commission letters to David Bell and Ernest Branch regarding the removal of their names from the Abatement Worker eligible list.
- b **Accounting Technician IV.** Ratify the Commission letters to Craig McBrain and Wendy Williams, regarding the removal of their names from the Accounting Technician IV eligible list.
- c **Emergency Services Dispatcher.** Ratify the Commission letters to Carolyn Adams, Amanda Darris, James Dunn, Andrea Gomez, David Hiam, Erma Houston, Alexandria Mohmand, Tyler Shull and Mariah Sierra, regarding the removal of their names from the Emergency Services Dispatcher eligible list.
- d **Marketing and Recruitment Specialist.** Ratify the Commission letter to Bryan Wallace regarding the removal of their name from the Marketing and Recruitment Specialist eligible list.
- e **Police Patrol Officer.** Ratify the Commission letters to Jeremiah Edwards, Brandon Jardon, Stephanie Perez, Jerad Renteria, Theodore Roop, Joseph Stevens, Eric Trujillo and Aaron White, regarding the removal of their names from the Police Patrol Officer eligible list.
- f **Real Time Crime Center Technician.** Ratify the Commission letters to Kathleen Denney and Angela Madrid regarding the removal of their names from the Real Time Crime Center Technician eligible list.
- g **Water Reclamation Worker.** Ratify the Commission letters to Justin Lawson and Daniel Sanchez regarding the removal of their names from the Water Reclamation Worker eligible list.

4. Ratify the Commission's decision to conduct a Training and Experience exam for Civil Engineer / Wastewater, MS4 Permit Coordinator, Radio Technician II, Senior PC Network Technician and Traffic Engineering Analyst.

5. Ratify the Commission letter to Dakota Forsythe regarding the placement of their name on the Firefighter reemployment list.

REGULAR AGENDA

1. Review the appeal submitted by Sandra Gutierrez, relating to the rejection of their application for the Non-Profit Compliance Coordinator exam.

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

2. Review the appeal submitted by Janelle Quick, relating to the rejection of their application for the Non-Profit Compliance Coordinator exam.

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

3. Review the appeal submitted by Keeley Samson, relating to the rejection of their application for the Non-Profit Compliance Coordinator exam.

Commission Action:

4. Review the appeal submitted by Jerardo Reyes, relating to the rejection of their application for the Pretreatment Manager exam.

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

5. Submission of the eligible list for Accountant II.

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

6. 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.

7. Submission of the eligible list for Emergency Medical Officer.

Commission Action: Approve and certify the eligible list for the class title of Emergency Medical Officer.

8. Submission of the eligible list for Marketing and Social Media Specialist.

Commission Action: Approve and certify the eligible list for the class title of Marketing and Social Media Specialist.

9. Submission of the eligible list for MS4 Permit Coordinator.

Commission Action: Approve and certify the eligible list for the class title of MS4 Permit Coordinator.

10. Submission of the eligible list for Parts Clerk.

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

11. Submission of the eligible list for PD Community Engagement Manager.

Commission Action: Approve and certify the eligible list for the class title of PD Community Engagement Manager.

12. 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).

13. 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.

14. Submission of the eligible list for Senior PC Network Technician.

Commission Action: Approve and certify the eligible list for the class title of Senior PC Network Technician.

15. Submission of the eligible list for Tax Compliance Technician.

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

16. Submission of the eligible list for Traffic Engineering Analyst.

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

17. Submission of the eligible list for Traffic Control Utility Worker II.

Commission Action: Approve and certify the eligible list for the class title of Traffic Control Utility Worker II.

ADMINISTRATIVE ITEMS

1. Introduction of Jessica Cira, new Marketing & Recruitment Specialist.
2. Set the date for the next Civil Service Commission Meeting.

ADJOURN