



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

**THURSDAY, NOVEMBER 21, 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 October 17, 2024.

Commission Action: Motion to dispense with the reading and approve the minutes of the special meeting dated Wednesday, October 9, 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 I** (*Vacancy: Employee Promotion*). The open recruitment began on October 6, 2024 and ended on October 27, 2024. We received 35 applications and 16 were approved for the exam. The exam was administered on November 12, 2024. The certification list will be presented to the Commission for certification during this meeting.
 - b **Accounting Technician IV** (*Vacancy: Employee Separation*). The closed recruitment began on October 10, 2024 and ended on October 24, 2024. We received 0 applications. The open recruitment began on November 3, 2024 and ends on November 24, 2024. We have received 23 applications and 6 were approved as of the date this agenda was prepared. The exam is scheduled for December 3, 2024.
 - c **Assistant Accounting Manager** (*Vacancy: Employee Resignation*). The open

recruitment began on November 14, 2024 and ends on December 5, 2024. We received 2 applications, and 0 were approved as of the date this agenda was prepared. The exam is scheduled for December 17, 2024.

- d **Assistant Fire Chief** (*Vacancy: conversion of three firefighter positions*). The closed recruitment began on October 31, 2024 and ended on November 14, 2024. We received 5 applications, all 5 were approved as of the date this agenda was prepared. The exam is scheduled for November 26, 2024.
- e **Associate Engineer I** (*Vacancy: Employee Separation*). The closed recruitment began on August 22, 2024 and ended on September 5, 2024. We received 0 applications. The open recruitment began on September 8, 2024 and ended on September 29, 2024. We received 21 applications and 10 were approved for the exam. The exam was administered on October 22, 2024. The certification list will be presented to the Commission for certification during this meeting.
- f **Auto Mechanic** (*Vacancy: 2 vacancies*). The open recruitment began on August 29, 2024 and ended on September 19, 2024. We received 14 applications and 2 were approved for the exam. The T&E exam was administered on September 25, 2024. The eligible list will be presented to the Commission for certification during this meeting. Because there are only 2 eligible candidates on the list and 2 vacancies, another recruitment has been started. The updated open recruitment began on October 6, 2024 and ended on October 27, 2024. We received 4 application and 2 were approved for the exam. The T&E exam was administered on October 30, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- g **CIRV Project Manager** (*Vacancy: New Grant-Funded FTE*). The open recruitment began on October 3, 2024 and ended on October 24, 2024. We received 11 applications and 4 were approved for the exam. The T&E exam was administered on November 11, 2024. The certification list will be presented to the Commission for certification during this meeting.
- h **Civil Engineer / Wastewater** (*Vacancy: Employee Separation*). The open recruitment began on October 3, 2024 and ended on October 24, 2024. We received 4 applicants and 3 were approved. The T&E exam was administered on October 29, 2024. The certification list will be presented to the Commission for certification during this meeting.
- i **Court Technician** (*Vacancy: Multiple*). The open recruitment began on September 19, 2024 and ended on October 10, 2024. We received 115 applications and 49 were approved for the exam. The exam was administered on October 22, 2024. The Certification list will be presented to the Commission for certification during this meeting.
- j **Emergency Services Dispatcher** (*Vacancy: Multiple*). The open recruitment began on October 24, 2024 and ended on November 14, 2024. We received 90 applications and 63 were approved for the exam at the time this agenda was prepared. The exam is scheduled for November 26, 2024.
- k **Fire Lieutenant** (*Vacancies: created through conversion of Firefighter positions and one new FTE*). The closed recruitment began on October 24, 2024 and ended on November 7, 2024. We received 14 applications, all were approved for the exam. The exam was administered on November 19, 2024. The Rule 23 appeal period ends on December 6, 2024.
- l **Horticulture Specialist** (*Vacancy: Employee Resignation*). The open recruitment began on November 15, 2024 and ends on December 6, 2024. We received 1

application, and 0 were approved as of the date this agenda was prepared. The exam is scheduled for December 23, 2024.

- m **Media Systems Administrator** (*Vacancy: Employee Promotion*). The closed recruitment began on October 10, 2024 and ended on October 24, 2024. We received 1 approved application. The T&E exam was administered on October 29, 2024. The certification list will be presented to the Commission for certification during this meeting.
- n **Office Assistant.** (*Vacancy: Multiple*). The open recruitment began on October 31, 2024 and ends on November 21, 2024. We received 133 applications and 57 were approved for the exam at the time this agenda was prepared. The exam is scheduled for December 2, 2024.
- o **Parks Area Crew Leader** (*Vacancy: Employee Promotion*). The closed recruitment began on September 8, 2024 and ended on September 22, 2024. We received 6 applications and all were approved for the exam. The exam was administered on October 8, 2024. The Rule 23 appeal period ends on October 23, 2024. The certification list will be presented to the Commission for certification during this meeting.
- p **Permit Compliance Specialist - Stormwater.** (*Vacancy: Employee Retirement*). The open recruitment began on October 31, 2024 and ends on November 21, 2024. We received 18 applications and 10 were approved for the exam at the time this agenda was prepared. The exam is scheduled for December 3, 2024.
- q **Police Patrol Officer - Academy Students** (*Vacancy: Current and Anticipated*). The open recruitment began on September 22, 2024 and ended on October 13, 2024. We received 4 applications and all were approved for the exam. The Commission certified 4 names during the last meeting. The updated recruitment began on October 20, 2024 and ended on November 10, 2024. We received 0 applications. The updated open recruitment began on November 17, 2024 and ends on December 08, 2024. There are 0 approved applicants as of the date this agenda was prepared.
- r **Police Patrol Officer - Entry** (*Vacancy: Current and Anticipated*). The open recruitment began on September 22, 2024 and ended on October 13, 2024. We received 74 applications and 36 were approved for the exam. The exam was administered on October 29, 2024. The certification list will be presented to the Commission for certification during this meeting. The updated open recruitment began on October 20, 2024 and ended on November 10, 2024. We received 63 applications and 34 were approved for the exam as of the date this agenda was prepared. The exam is scheduled for November 26, 2024. The updated open recruitment began on November 17, 2024 and ends on December 08, 2024. There are 2 approved applicants as of the date this agenda was prepared.
- s **Police Patrol Officer - POST** (*Vacancy: Current and Anticipated*). The open recruitment began on September 22, 2024 and ended on October 13, 2024. We received 3 applications and all were approved for the exam. The commission certified 3 names during the last meeting. The updated recruitment began on October 20, 2024 and ended on November 10, 2024. We received 3 applications and all were approved for the exam. The certification list will be presented to the Commission for certification during this meeting. The updated open recruitment began on November 17, 2024 and ends on December 08, 2024. There are 0 approved applicants as of the date this agenda was prepared.
- t **Police Sergeant** - (*Vacancy: Contractual*). The closed recruitment began on

November 17, 2024 and ends on December 1, 2024. We received 1 application and 1 was approved for the exam as of the date this agenda was prepared. The exam is scheduled for December 17, 2024.

- u **Streets Maintenance Supervisor** (*Vacancy: Employee Retirement*). The open recruitment began on October 10, 2024; however, the job posting was deactivated due to errors in the job description. The open recruitment began on October 18, 2024 and ended on November 8, 2024. We received 11 applications and 1 was approved. The T&E exam was administered on November 12, 2024. The certification list will be presented to the Commission for certification during this meeting.
- v **Tax Compliance Technician** (*Vacancy: Employee Separation*). The open recruitment began on September 26, 2024 and ends on October 17, 2024. We received 29 applications and 12 were approved for the exam. The exam was administered on October 29, 2024. The certification list will be presented to the Commission for certification during this meeting.

2. Appeal decision letters.

- a **Fire Engineer.** Ratify the Commission letters to Brodie Blok, Brian Garcia, Toby Lockett, and Luke Perse regarding approval of their appeal to the scoring of their exam for the Fire Engineer eligible list.
- b **Police Patrol Officer.** Ratify the Commission letter to Emmanuel Valenzuela regarding rejection of their appeal to the rejection of their name being removed from the Police Patrol Officer eligible list.
- c **Police Patrol Officer.** Ratify the Commission letter to Blake Wilson regarding the rejection of their appeal to the rejection of their application for the Police Patrol Officer examination..

3. Removals from the eligible list.

- a **Accounting Technician II.** Ratify the Commission letter to Ashley Bee, regarding the removal of their name from the Accounting Technician II eligible list.
- b **Civil Engineer - Wastewater.** Ratify the Commission letter to Gregory McKim, regarding the removal of their name from the Civil Engineer - Wastewater eligible list.
- c **Court Technician.** Ratify the Commission letters to Angela Beach, Alanna Browder-Bell, Cristian Dominguez, Robert Stogner, regarding the removal of their names from the Court Technician eligible list.
- d **Emergency Services Dispatcher.** Ratify the Commission letters to Kayla Aube, Sofia Breske, Susanne Cristo, Arianna Duran, Katherine Gallaher, Kristine Gwartney, Abigail Lee, Jessica Madrid, Tracy Mills-Mancinas, Andrea Portillo-Diaz, Catherine Ricci, regarding the removal of their names from the Emergency Services Dispatcher eligible list.
- e **Office Assistant.** Ratify the Commission letters to Maria Beltran-Reyes, Adam Cooper, Allison Duke, Jennifer Jenkins, Edwina Koen, Craig Lopez, Jaclyn Ortiz, Erica Perez, Amy Riggs, Rachael Valdivieza, Shawn Wasilowski, regarding the removal of their names from the Office Assistant eligible list.
- f **Police Patrol Officer.** Ratify the Commission letters to Rodrigo Basurto-Barajas, Cecily Begano, Darelle Beria, David Berwick, Qutuan Carpenter, Nietzsche Carrera, David Diaz, Katherine Draper, McLaren Duewiger, Justin Easley, Moriyah Garcia, Clinton Garret, Alena Gaze, Alfredo Gomez, Trenton Gomez, Chad Green, Christopher Hassler, Andrew Hutchinson, Luke McClure, Vanessa Medina, Gus

Patrick, Kirkland Shepard, Shaawn Stevens, Shaawn Stevens, Ariel Vaughn, Jordan Weber, regarding the removal of their names from the Police Patrol Officer eligible list.

- g **Probation Officer.** Ratify the Commission letters to DeWayne Miles, and Adam Selfridge regarding the removal of their names from the Probation Officer eligible list.
 - h **Utility Worker.** Ratify the Commission letters to Carl Gonzales, Garrett Larkin, and Juanita Mondragon regarding the removal of their names from the Utility Worker eligible list.
 - i **Wastewater Utility Worker.** Ratify the Commission letters to Donnie Garcia, David Hernandez, Kalub King, Anthony Sanchez II, Blake Wilson, regarding the removal of their names from the Wastewater Utility Worker eligible list.
- 4. Ratify the Commission's decision to conduct a Training and Experience exam for Auto Mechanic, CIRV Project Manager, Civil Engineer/Wastewater, Media Systems Administrator, and Streets Maintenance Supervisor.
 - 5. Ratify the Commission's letter to Zachary Gutierrez regarding the placement of their name on the Police Patrol Officer Reemployment list.

REGULAR AGENDA

- 1. Review the appeal submitted by Daniel Arellano, relating to the scoring and ranking of their Parks Crew Leader exam.
Commission Action: Sustain, reject, or set for formal hearing
- 2. Review the appeal submitted by Quinten-Riley Clements, relating to the rejection of their Police Patrol Officer application.
Commission Action: Sustain, reject, or set for formal hearing
- 3. Review the appeal submitted by Nicholas Cornejo, relating to the removal of their name from the Police Patrol Officer eligible list.
Commission Action:
- 4. Review the appeal submitted by Katherine Draper related the removal of their name from the Police Patrol eligible list.
Commission Action:
- 5. Review the appeal submitted by Alena Gaze, relating to the removal of their name from the Police Patrol Officer eligible list.
Commission Action:
- 6. Review the appeal submitted by Luke McClure, relating to the removal of their name from the Police Patrol Officer eligible list.
Commission Action: Sustain, reject, or set for formal hearing
- 7. Review the appeal submitted by Andrea Portillo, relating to the removal of their name from the Emergency Services Dispatcher eligible list.
Commission Action: Sustain, reject, or set for formal hearing
- 8. Review the appeal submitted by Catherine Ricci, relating to the removal of their name from the Emergency Services Dispatcher eligible list.

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

9. Review the appeal submitted by Christian Valdes, relating to the rejection of their Office Assistant application.

Commission Action:

10. Submission of the eligible list for Accountant I.

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

11. 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.

12. Submission of the eligible list for Auto Mechanic.

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

13. Submission of the eligible list for CIRV Project Manager.

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

14. 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.

15. Submission of the eligible list for Court Technician.

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

16. Submission of the eligible list for Media Systems Administrator.

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

17. Submission of the eligible list for Parks Area Crew Leader.

Commission Action: Approve and certify the eligible list for the class title of Parks Area Crew Leader

18. 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).

19. 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).

20. Submission of the eligible list for Streets Maintenance Supervisor .

Commission Action: Approve and certify the eligible list for the class title of Streets Maintenance Supervisor .

21. 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.

ADMINISTRATIVE ITEMS

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

ADJOURN