



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

**THURSDAY, DECEMBER 19, 2024  
11:00 AM**

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

## **Agenda**

**CALL TO ORDER**

**ROLL CALL**

**AMENDMENTS TO THE AGENDA**

**READING AND APPROVAL OF MINUTES:**

1. Regular meeting of November 21, 2024

**Commission Action:**

### **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 Termination*). The open recruitment began on December 3, 2024 and ends on December 24, 2024. We received 5 applications and 2 were approved for the exam at the time this agenda was prepared. The exam is scheduled for January 7, 2025.
  - b **Accounting Technician IV** (*Vacancy: Employee Separation*). The open recruitment began on November 3, 2024 and ended on November 24, 2024. We received 31 applications and 14 were approved for the exam. The exam was administered on December 3, 2024. The eligible list will be presented to the Commission for certification during this meeting.
  - c **Administrative Assistant (Assigned to City Council)** (*Vacancy: New FTE*). The open recruitment began on December 12, 2024 and ends on January 2, 2025. We received 31 applications and 5 were approved for the exam at the time this agenda was prepared. The exam is scheduled for January 21, 2025.

- d **Assistant Accounting Manager** (*Vacancy:Employee Resignation*). The open recruitment began on November 14, 2024 and ended on December 5, 2024. We received 8 applications, and 3 were approved for the exam. The T&E exam was administered on December 9, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- e **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 and 5 were approved for the exam. The exam was administered on November 26, 2024. The Rule 23 appeal period ended on December 10, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- f **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. The exam was administered on November 26, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- g **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 ended on December 6, 2024. The eligible list will be presented at this meeting.
- h **Horticulture Specialist** (*Vacancy:Employee Resignation*). The open recruitment began on November 15, 2024 and ended on December 6, 2024. We received 11 applications, and 1 was approved for the exam. The T&E exam was administered on December 10, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- i **Office Assistant.** (*Vacancy: Multiple*). The open recruitment began on October 31, 2024 and ended on November 21, 2024. We received 161 applications and 83 were approved for the exam. The exam was administered on December 2, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- j **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.
- k **Permit Compliance Specialist - Stormwater.** (*Vacancy: Employee Retirement*). The open recruitment began on October 31, 2024 and ended on November 21, 2024. We received 24 applications and 10 were approved for the exam. The exam was administered on December 3, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- l **Police Patrol Officer - Academy Students** (*Vacancy: Current and Anticipated*). The open recruitment began on November 17, 2024 and ended on December 08, 2024. We received 2 applications and 2 were approved for the exam. The T&E exam was administered December 2, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- m **Police Patrol Officer - Entry** (*Vacancy: Current and Anticipated*). The open recruitment began on October 20, 2024 and ended on November 10, 2024. We received 63 applications and 32 were approved for the exam. The exam was

administered on November 26, 2024. The eligible list will be presented to the Commission for certification during this meeting. The updated open recruitment began on November 17, 2024 and ended on December 08, 2024. There are 45 approved applicants as of the date this agenda was prepared. The exam is scheduled for December 23, 2024.

- n **Police Patrol Officer - POST** (*Vacancy: Current and Anticipated*). The open recruitment began on November 17, 2024 and ended on December 08, 2024. We received 2 approved applications. The T&E exam was administered on December 9, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- o **Police Sergeant** - (*Vacancy: Contractual*). The closed recruitment began on November 17, 2024 and ended on December 1, 2024. We received 17 approved applications. The exam was administered on December 17, 2024. The appeal period doesn't end until January 1, 2025.
- p **Streets Maintenance Supervisor** (*Vacancy: Employee Retirement*). The open recruitment began on December 2, 2024 and ends on December 23, 2024. We received 8 applications and 2 applications were approved for the exam as of the date this agenda was prepared. The exam is scheduled for January 7, 2025.
- q **Utility Worker** (*Vacancy: Employee Demotion*). The open recruitment began on December 3, 2024 and ends on December 24, 2024. We received 57 applications and 31 were approved for the exam at the time this agenda was prepared. The exam is scheduled for January 7, 2024.

2. Appeal decision letters.

- a **Emergency Services Dispatcher**. Ratify the Commission letters to Andrea Diaz-Portillo, Catherine Ricci regarding the rejection of their appeal to the removal of their names from the Emergency Services Dispatcher eligible list.
- b **Office Assistant**. Ratify the Commission letters to Christian Valdes, Ezekial Wojtkowiak, regarding the rejection of their appeal to the rejection of their application for the Office Assistant examination..
- c **Police Patrol Officer**. Ratify the Commission letters to Katherine Draper, Alena Gaze, and Luke McClure, regarding rejection of their appeal to the rejection of their name being removed from the Police Patrol Officer eligible list.
- d **Police Patrol Officer**. Ratify the Commission letters to Quinten-Riley Clements, and Nicholas Cornejo, 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 **Assistant Fire Chief**. Ratify the Commission letter to Bryce Boyer, regarding the removal of their name from the Assistant Fire Chief eligible list.
- b **Court Technician**. Ratify the Commission letters to Adriana Lange, Carl Lorensen, Kristen Martin, John Troup, regarding the removal of their names from the Court Technician eligible list.
- c **Police Patrol Officer**. Ratify the Commission letters to Zachary Baker, Antonio Barrett, Joseph Dols, Brian Golembeski, Kyle Martin, Aaron Martinez, Kyra Navejas, Tyler Pitonyak, Rebecca Ramirez, Ryan Smith, Thomas Solano, Dean Thompson, and Eric Thompson, regarding the removal of their names from the Police Patrol Officer eligible list.

- d **Probation Officer.** Ratify the Commission letter to Sondra Ballegeer, regarding the removal of their name from the Probation Officer eligible list.
  - e **Tax Compliance Technician.** Ratify the Commission letters to Carl Lorensen, Lucinda Yaeger, regarding the removal of their names from the Tax Compliance Technician eligible list.
  - f **Wastewater Utility Worker.** Ratify the Commission letter to Raymond Holmes, regarding the removal of their name from the Wastewater Utility Worker eligible list.
4. Ratify the Commission's decision to conduct a Training and Experience exam for Assistant Accounting Manager and Horticulture Specialist.
  5. Ratify the Commission's letter to Alizae Brooks, Charles Loudy, and Ryan Massmann, regarding the placement of their names on the Emergency Services Dispatcher, Office Assistant, Plumber, and Police Patrol Officer Reemployment lists.

## **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 Stephen Cervi, relating to the scoring and ranking of their Assistant Fire Chief examination.  
**Commission Action:** Sustain, reject, or set for formal hearing
3. Review the appeal submitted by Mohammad Curtis, related the rejection of their application for the Utility Worker exam.  
**Commission Action:** Sustain, reject, or set for formal hearing
4. Review the appeals submitted by Kehlen Kirby, Shawn Kingrey, William Lewis, Benjamin Naples, Paul Rohman, and Ivan Rudyik, relating to the scoring and ranking of their Fire Lieutenant examination.  
**Commission Action:** Sustain, reject, or set for formal hearing
5. Review the appeal submitted by Michael Martinez, relating to the rejection of their Police Patrol Officer exam application.  
**Commission Action:** Sustain, reject, or set for formal hearing
6. Review the appeal submitted by John Shadel, related the rejection of their application for the Utility Worker exam.  
**Commission Action:** Sustain, reject, or set for formal hearing
7. Submission of the eligible list for Accounting Technician IV.  
**Commission Action:** Approve and certify the eligible list for the class title of Accounting Technician IV
8. Submission of the eligible list for Assistant Accounting Manager.  
**Commission Action:** Approve and certify the eligible list for the class title of Assistant Accounting Manager.
9. 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

10. 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.

11. Submission of the eligible list for Fire Lieutenant

**Commission Action:** Approve and certify the eligible list for the class title of Fire Lieutenant

12. Submission of the eligible list for Horticulture Specialist .

**Commission Action:** Approve and certify the eligible list for the class title of Horticulture Specialist .

13. Submission of the eligible list for Office Assistant.

**Commission Action:** Approve and certify the eligible list for the class title of Office Assistant.

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

**Commission Action:** Approve and certify the eligible list for the class title of Permit Compliance Specialist - Stormwater.

15. Submission of the eligible list for Permit Compliance Specialist - Stormwater.

**Commission Action:** Approve and certify the eligible list for the class title of Permit Compliance Specialist - Stormwater.

16. 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).

17. Submission of the eligible list for Police Patrol Officer (Academy Student).

**Commission Action:** Approve and certify the eligible list for the class title of Police Patrol Officer (Student)

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

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

19. Vote to approve the Commissioner's decision regarding the hearing for Melanie Turner.

**Commission Action:** Sustain, reject, or modify

#### **ADMINISTRATIVE ITEMS**

1. Update Regarding TestGenius remote testing
2. Setting the date for the next meeting

#### **ADJOURN**