



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

**THURSDAY, JANUARY 16, 2025
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 December 19, 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 I (Vacancy: Employee Promotion).** The open recruitment began on December 20, 2024 and ended on January 10, 2025. We received 30 applications and 10 were approved for the exam at the time this agenda was prepared. The exam is scheduled for January 28, 2025.
 - b **Accountant II (Vacancy: Employee Termination).** The open recruitment began on December 3, 2024 and ended on December 24, 2024. We received 12 applications and 6 were approved for the exam. The exam was administered on January 7, 2025. 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 ended on January 2, 2025. We received 72 applications and 31 were approved for the exam at the time this agenda was prepared. The exam is scheduled for January 21, 2025.

- d **Court Technician**(*Vacancy: Current Vacancy*). The open recruitment began on December 30, 2024 and ends on January 20, 2025. We received 85 applications and 32 were approved for the exam at the time this agenda was prepared. The exam is scheduled for February 4, 2025.
- e **Emergency Medical Officer**.(*Vacancy: 3 New FTES*). The closed recruitment began on January 1, 2025 and ended on January 15, 2025. We received 5 applications and 5 were approved for the exam at the time this agenda was prepared. The exam is scheduled for January 28, 2025.
- f **Marketing and Social Media Specialist (Vacancy: Employee Termination)**. The open recruitment began on January 02, 2025 and will end on January 23, 2025. We received 61 applications and 13 were approved for the exam at the time this agenda was prepared. The exam is scheduled for February 4, 2025.
- g **Police Deputy Chief - (Vacancy: Employee Retirement)**. The closed recruitment began on January 1, 2025 and ended on January 15, 2025. We received 4 approved applications at the time this agenda was prepared. The exam is scheduled for January 28, 2025.
- h **Police Patrol Officer - Entry (Vacancy: Current and Anticipated)**. The open recruitment began on November 17, 2024 and ended on December 08, 2024. We received 68 applications and 45 were approved for the exam. The exam was administered on December 23, 2024. The eligible list will be presented to the Commission for certification during this meeting. The updated recruitment began on December 15, 2024 and ended on January 5, 2025. We received 78 applicants and 48 approved applicants as of the date this agenda was prepared. The exam is scheduled for January 21, 2025.
An updated recruitment began on January 12, 2025 and will end on February 2, 2025. The exam is scheduled for February 18, 2025.
- i **Police Patrol Officer - POST (Vacancy: Current and Anticipated)**. The open recruitment began on December 15, 2024 and ended on January 5, 2025. We received 5 approved applications. The T&E exam was administered on January , 2025. The eligible list will be presented to the Commission for certification during this meeting.
- j **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 eligible list will be presented to the Commission for certification during this meeting.
- k **Streets Maintenance Supervisor (Vacancy: Employee Retirement)**. The open recruitment began on December 2, 2024 and ended on December 23, 2024. We received 10 applications and 3 applications were approved for the exam. The T&E exam was administered on December 31st, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- l **Utility Worker (Vacancy: Employee Demotion)**. The open recruitment began on December 3, 2024 and ended on December 24, 2024. We received 74 applications and 48 were approved for the exam. The exam was administered on January 7, 2024. The eligible list will be presented to the Commission for certification during this meeting.

2. Appeal decision letters.

- a **Assistant Fire Chief**. Ratify the Commission letter to Stephen Cervi, regarding the rejection of their appeal to the scoring and ranking of the Assistant Fire Chief

examination.

- b **Fire Lieutenant.** Ratify the Commission letters to Shawn Kingrey, Kehlen Kirby, William Lewis, Benjamin Naples, Paul Rohman, and Ivan Rudyk, regarding the rejection of their appeal to the scoring and ranking of their Fire Lieutenant examination.
- c **Parks Area Crew Leader.** Ratify the Commission letter to Daniel Arellano, regarding the rejection of their appeal to the application of seniority points to their Parks Area Crew Leader eligible list.
- d **Police Patrol Officer.** Ratify the Commission letter to Michael Martinez, regarding rejection of their appeal for the admission of their application for the Police Patrol Officer examination.
- e **Utility Worker.** Ratify the Commission letter to Mohammad Curtis, regarding approval of their appeal for the admission to take the Utility Worker examination.
- f **Utility Worker.** Ratify the Commission letter to John Shadel, regarding rejection of their appeal for the rejection of their application for the Utility Worker.

3. Removals from the eligible list.

- a **Accountant I.** Ratify the Commission letter to Gabriela Bowden, regarding the removal of their name from the Accountant I Eligible list.
- b **Auto Mechanic.** Ratify the Commission letter to Elias Berumen, regarding the removal of their name from the Auto Mechanic eligible list.
- c **CIRV Manager.** Ratify the Commission letter to James Hughes, regarding the removal of their name from the CIRV Manager eligible list.
- d **Community Service Officer.** Ratify the Commission letter to Shelbi Gillispie, regarding the removal of their name from the Community Service Officer eligible list.
- e **Emergency Services Dispatcher.** Ratify the Commission letter to Emilio Cordova, Lisa Cromwell, Amanda Darris, Ciana Doss, Hillary Figueroa, Deborah Frederick, Flor Granillo, Kayla Manley, Richard Morrison, Kayla Stalcar, and Valentina Vigil regarding the removal of their name from the Emergency Services Dispatcher eligible list.
- f **Firefighter.** Ratify the Commission letters to Conner Eschmann, Nicholas Giunta, Ashlee Miller, Justin Preedy, Marlon Talana, and Shayne Sullivan, Stratton West, regarding the removal of their names from the Firefighter eligibility list.
- g **Fire Lieutenant.** Ratify the Commission letters to Matthew Pike, Ivan Rudyk, and Joseph Valdez regarding the removal of their names from the Fire Lieutenant eligibility list.
- h **Marketing and Social Media Specialist.** Ratify the Commission letters to Dustin Cox, Tiana Herrera, Jacob Holgerson, Cara Housman-Fitzgerald, Korrin Olson, David Woods, regarding the removal of their names from the Marketing and Social Media Specialist eligible list.
- i **Police Patrol Officer.** Ratify the Commission letters to Joshua Quintana, and Joshua Rushing, regarding the removal of their names from the Police Patrol Officer eligible list.

4. Ratify the Commission's decision to conduct a Training and Experience exam for Streets Maintenance Supervisor.

REGULAR AGENDA

1. Review the appeal submitted by Shelbi Gillispie, relating to the removal of their name from the Community Service Officer Eligibility List.

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

2. Review the appeal submitted by Linda Lindstrom, relating to the rejection of their application for the Administrative Assistant (Assigned to City Council) examination.

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

3. Review the appeal submitted by Kyle Martin related to the removal of their name from the Police Patrol Officer (Entry Level) eligible list.

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

4. Review the appeal submitted by Matthew Pike related to the removal of their name from the Fire Lieutenant eligible list.

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

5. Review the appeal submitted by Ivan Rudyk related to the removal of their name from the Fire Lieutenant eligible list.

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

6. Review the appeal submitted by Sabrina Stetler, relating to the scoring and ranking of their Police Sergeant examination.

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

7. Submission of the eligible list for Accountant II

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

8. 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).

9. 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)

10. Submission of the eligible list for Police Sergeant

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

11. 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.

12. Submission of the eligible list for Utility Worker.

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

ADMINISTRATIVE ITEMS

ADJOURN