

RECORD OF PROCEEDINGS

CIVIL SERVICE COMMISSION DENVER, COLORADO – JULY 1, 2016 MEETING No. 342

Commissioners Present: Neal G. Berlin, President
Federico C. Alvarez, Vice President
Anna Flores, Commissioner
Larry D. Trujillo, Commissioner

Staff Present: Earl Peterson, Executive Director
Antoinette Torres-Janke, Human Resources Supervisor
Jeff Wilson, Senior Human Resources Professional
Felisa Urdiales, Senior Human Resources Professional
Susan Billotte, Staff Human Resources Professional
Gloria Griffith, Associate IT System Administrator
Chris Marez, Human Resources Technician

Guests: Jason Moore, City Attorney

CSC President Berlin, called the meeting to order at 9:30am Commissioners Alvarez, Berlin, Flores, and Trujillo were present. Commissioner Sandoval was absent and excused.

OPENING:

CSC President Berlin stated that a motion was in order to accept the minutes of June 17, 2016. Commissioner Alvarez so moved; Commissioner Flores seconded the motion. Motion was passed.

NEW BUSINESS:

- Staff Report—Chris Marez

Chris Marez explained that there were several assessment components in the recent promotional testing for both Police Lieutenant and Fire Captain, including structured interview (Fire), written exercise (Police), tactical exercise (both), and in-basket exercise (both). Chris presented a slide show that demonstrated how candidates' assessments are scored digitally. The same presentation was given as part of Assessors' training, prior to the administration of the tests last month.

INFORMATIONAL ITEMS

- Executive Director

Earl reported on the successful use of Go Pros during the Fire Engineer practical exam. He explained that the Go Pros do a great job of capturing a wide angle of the whole scene. Gloria Griffith added that CSC now has a private drive available for storing videos from the Go Pros, as well as videos from the assessment centers of promotional exams.

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Earl updated everyone on the status of the agency's move to the Denver Post building. He stated that the move is tentatively slated for the second or third week in August. Furthermore, a walk-thru of the new offices will be scheduled for CSC staff within the next few weeks.

Earl mentioned that CSC will be audited for 2015. Several Commissioners volunteered their assistance in any way that would be helpful. Furthermore, they reiterated their offer to intercede on behalf of CSC to get the additional staff member Earl has requested.

Earl acknowledged Felisa Urdiales and Patricia Montanez for their hard work in processing the July 11, 2016 DPD academy, and getting (50) that accepted the job offer. In addition, (20) more have been prescreened for the next academy. Earl stated that it's a huge accomplishment, considering the difficulties that other departments, nationwide, have in recruiting applicants.

- Calendar
- Comments from Staff/Public

There were no additional comments from CSC staff or guests.

At 9:50am Commissioner Berlin stated that a motion was in order to go into Executive Session. Commissioner Trujillo so moved; Commissioner Flores seconded.

EXECUTIVE SESSION

- Deliberative Review (27) Civilian Firefighters
- Deliberative Review (5) Cadets

At 10:31am, Commissioner Berlin stated a motion was in order to go out of Executive Session. Commissioner Alvarez so moved; Commissioner Flores seconded. Motion passed unanimously.

OPEN SESSION:

Commissioner Alvarez moved to pass four (4) Cadets and defer one (1) Cadet. Commissioner Flores seconded; motion passed. Commissioner Alvarez moved to pass twenty-one (21) and fail six (6) entry-level firefighter applicants. Commissioner Flores seconded; motion passed.

There being no further action taken and no other business to be heard, the Civil Service Commission meeting of July 1, 2016 was adjourned at 10:36am on the motion of Commissioner Trujillo; seconded by Commissioner Flores.

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CIVIL SERVICE COMMISSION:

Neal G. Berlin, Commissioner/President

Federico Alvarez/Vice President

Anna Flores, Commissioner

Larry D. Trujillo, Commissioner

ATTEST: _____
Earl Peterson, Executive Director

Susan Billotte, Staff H.R. Professional