

RECORD OF PROCEEDINGS

Deputy CIVIL SERVICE COMMISSION DENVER, COLORADO – NOVEMBER 4, 2016 MEETING No. 350

Commissioners Present: Neal G. Berlin, President
Federico Alvarez, Vice President
Anna Flores, Commissioner
Joseph G. Sandoval, 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
Jeannette Madrid, Associate Human Resources Professional
Susan Billotte, Staff Human Resources Professional

Guests: Anthony Norman, Technician, DPD
Luis Cedillo, Technician, DFD
Greg Pixley, Captain, DFD
Wendi Smith, Engineer, DFD (Local 858)
Rodney Sherrod, Lieutenant, DFD

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

OPENING:

- Approval of Minutes—Meeting of October 21, 2016

CSC President Berlin stated that a motion was in order to accept the minutes of October 21, 2016. Commissioner Trujillo so moved; Commissioner Flores seconded the motion. Motion was passed.

NEW BUSINESS:

- Approval of 2016 Assistant Chief Eligible Register for Posting on November 8, 2016*

Jeff asked the Commissioners to approve the 2016 Assistant Chief DFD Eligible Register, in order to post it on CSC website on November 8, 2016. Commissioner Alvarez moved to accept the Eligible Register as presented, and approved its posting on November 8; Commissioner Sandoval seconded the motion. The motion passed unanimously.

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INFORMATIONAL ITEMS

- Executive Director

Earl stated that an effort is underway to simplify and clarify the Commission's & Departments' position on accommodations for promotional testing, for candidates with line-of-duty injuries. A provision for line-of-duty injuries will be incorporated in future exam announcements.

Earl reported that he and Antoinette had a productive meeting with the auditor's office. Some concerns had been raised previously about the content of the CSC website; it has been updated, subsequently, to comply with the auditor's requests. The focus of the meeting was succession planning for the next 3-5 years, as the most tenured and senior CSC staff members retire. Earl stated that he and Antoinette will be developing a succession plan. He requested that CSC staff create outlines/descriptions of their critical job functions.

Anthony Norman reported on the recent special/targeted testing to applicants he's actively recruited; a he thanked CSC staff for accommodating the additional testing. Earl praised him for his recruiting efforts and success. Technician Norman expressed his frustration with applicants he's recruited who get through the process of screening and testing successfully, and then fail their interview due to poor or inadequate communication skills.

Per Commissioner Berlin's request (October 21), for specific instances of applicant misbehavior, CSC staff will present information in Executive Session on November 18. This item was postponed from November 4, due to the absence of City Attorney, Bob Wolf.

- Calendar
- Comments from Staff/Public

At 9:52, President Berlin announced that a motion was in order to go into Executive Session. Commissioner Trujillo so moved; Commissioner Flores seconded the motion.

EXECUTIVE SESSION

- Deliberative Review—(1) Cadet Firefighter
- Preliminary Review—(1) Police Officer
- Disciplinary Update & Review

In the absence of a City Attorney, there was no Disciplinary Update & Review.

At 10:10am, President Berlin stated that a motion was in order to go out of Executive Session and into Open Session; commissioner Trujillo so moved; Commissioner Alvarez seconded the motion.

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Commissioner Trujillo moved to fail one Police Officer; Commissioner Alvarez seconded the motion. Commissioner Trujillo moved to pass one Cadet Firefighter; Commissioner Alvarez seconded the motion.

Commissioner Trujillo noted that the full Commission should take some action regarding the question of an appeal process raised by both DFD Chief Tade and Division Chief Angela Cook. Commissioner Trujillo suggested the Commissioners discuss the pros/cons at the next Commission meeting and then formally respond to the inquiry.

There being no further action taken and no other business to be heard, the Civil Service Commission meeting of November 4, 2016 was adjourned at 10:15am on the motion of President Berlin.

CIVIL SERVICE COMMISSION:

Neal G. Berlin, Commissioner/President

ATTEST: _____
Earl Peterson, CSC Executive Director

Federico Alvarez, Commission/Vice President

Susan Billotte, CSC Staff HR Professional

Anna Flores, Commissioner

Joseph G. Sandoval, Commissioner

Larry D. Trujillo, Commissioner