

RECORD OF PROCEEDINGS

CIVIL SERVICE COMMISSION DENVER, COLORADO – APRIL 13, 2017 MEETING No. 360

Commissioners Present: Neal Berlin, President
Anna Flores, Commissioner
Joseph G. Sandoval, Commissioner
Larry D. Trujillo, Commissioner

Staff Present: Earl Peterson, Executive Director
Antoinette Torres-Janke, Human Resources Manager
Jeff Wilson, Senior Human Resources Data Analyst
Jeannette Giron, Human Resources Data Analyst
Gloria Griffith, Associate IT Systems Administrator
Susan Billotte, HR Technician II

Guests: Bob Wolf, City Attorney
Anthony Norman, Technician DPD
Ahmid Nunn, Technician DFD
Desmond Fulton, Division Chief DFD
Greg Pixley, Captain DFD

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

OPENING:

- Approval of Minutes—March 23, 2017.

President Berlin noted that a motion was in order to accept the minutes of the Meeting of March 23, 2017. Commissioner Flores so moved; Commissioner Sandoval seconded the motion. Motion passed.

OLD BUSINESS

- Approve Posting Revisions for Rules 3, 12 and 16

Jeannette Giron reported that minor changes have been made to Commission Rules #3, 12, 16. She noted that a Public Hearing needs to be held; Commissioner Berlin suggested April 27, 2017 at 9:30am, before the regular Commission Meeting. That item will be added to the Agenda for April 27, 2017, so that everyone on the email list is notified in advance. Commissioner Trujillo asked if the employee groups raised any questions or concerns. Jeannette responded that none of the groups had expressed any issues with the proposed changes. Earl added that there were rule changes for the Cadet program regarding educational requirements, as long as applicants met the minimum requirements. Previously, Cadets maintained their status for (1) year beyond graduation; the rule change would allow for an additional year (2 years total). Lastly, Earl mentioned that there was a change in the re-testing time limit from one year to two years.

NEW BUSINESS

- Approval of Announcement of Examination for 2017 Police Sergeant*
- Setting of Cutoff Score for the 2017 Mechanic Written Test, Denver Fire Department*

Jeff asked the Commissioners to approve the Announcement of the Examination for 2017 Police Sergeant. He noted that the only difference from previous years, was the addition of accommodations for line-of-duty injuries,

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and the new Discipline History Assessment. Commissioner Trujillo so moved, Commissioner Flores seconded; the motion passed unanimously.

Jeff presented the recommended cutoff score for the 2017 DFD Mechanic Written Test, 67.5% (81 raw items out of 120); (17) candidates passed at that score to move on to the Practical Test. He added that in 2014 the cutoff was set at 69.1667% (83 raw items out of 120); (17) candidates passed at that score to move on to the Practical Test. Jeff reminded everyone that the written test score accounts for only 33% of the overall score. Earl noted, that Civil Service Commission considered adverse impact, as well, when setting the cutoff score. Commissioner Trujillo moved to accept the cutoff score; Commissioner Flores seconded. The motion passed unanimously.

INFORMATIONAL ITEMS

- Executive Director

Earl reported that he, Antoinette, and Jeannette met with Ashley Kilroy, Executive Director of Excise & Licenses, to discuss how Civil Service Commission handles/conducts disciplinary hearings. Earl commended Jeannette on providing all necessary documents and reports for the meeting. Jeannette added that Ashley was pleased with the information.

Earl thanked Felisa, Trish, and Anthony Norman for a great and successful job in getting (53) individuals certified for the next police academy. He added that it was an impressive accomplishment, especially considering the challenges in recruiting that have become a nationwide issue. Antoinette noted that the Executive director of Safety had eliminated (15) names of individuals from the Police Eligible Register, who have been passed over twice. She added that we hope she'll do the same for Fire.

Earl reported that the new head of the Cadet program, Austin Hartman, requested CSC to get Polygraph Exams and Background Investigations done for (16) Cadet applicants.

- Calendar

Antoinette reminded everyone of the FEDRC meeting on April 20, 2017 at 9:30am in DPB 761.

- Comments from Staff/Public

Technician Norman mentioned the upcoming DPD Orientation and Open House for recruits entering the next Police Academy. He invited the Commissioners to attend. He noted that there will be additional Orientations and Open Houses for individuals who have recently tested and are moving forward in the process.

At 9:50am, Commissioner Flores made a motion to go into Executive Session. Commissioner Trujillo seconded.

EXECUTIVE SESSION

- Deliberative Review—(5) Firefighters
- Disciplinary Update & Review

At 10:05am, Commissioner Flores made a motion to go out of Executive Session. Commissioner Sandoval seconded the motion.

Commissioner Trujillo made a motion to pass five (5) firefighter applicants. Commissioner Flores seconded; motion passed unanimously.

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There being no further action taken and no other business to be heard, the Civil Service Commission meeting of April 13, 2017 was adjourned at 10:06am on the motion of Commissioner Flores; seconded by Commissioner Trujillo.

CIVIL SERVICE COMMISSION:

/s/ Neal Berlin

Neal Berlin, Commission/ President

/s/ Anna Flores

Anna Flores, Commissioner

/s/ Joseph G. Sandoval

Joseph G. Sandoval, Commissioner

/s/ Larry D. Trujillo

Larry D. Trujillo, Commissioner

ATTEST:

Earl E. Peterson

Earl Peterson, CSC Executive Director

Susan Billotte

Susan Billotte, CSC Staff HR Professional