

# RECORD OF PROCEEDINGS

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## CIVIL SERVICE COMMISSION DENVER, COLORADO – AUGUST 10, 2017 MEETING No. 368

**Commissioners Present:** Neal Berlin, President  
Anna Flores, Commissioner  
Joseph G. Sandoval, Commissioner  
Larry D. Trujillo, Commissioner (via conference call)

**Staff Present:** Antoinette Torres-Janke, Human Resources Manager  
Jeff Wilson, Senior Human Resources Data Analyst  
Felisa Urdiales, Senior Human Resources Data Analyst  
Jeannette Giron, Human Resources Data Analyst  
Gloria Griffith, Associate IT Systems Administrator  
Susan Billotte, Human Resource Technician II  
Patricia Montanez, ASA IV

**Guests:** Bob Wolf, CAO  
Wendi Smith, Engineer DFD  
Ahmid Nunn, Lt. DFD  
Kelly Fournier, Lt. DFD  
Greg Pixley, Captain DF

Commissioner Berlin, called the meeting to order at 9:30am. Commissioners Flores and Sandoval were present. Commissioner Trujillo joined the meeting via conference call at 9:50am for Executive Session.

### OPENING:

- Approval of Minutes—July 27, 2017.

President Berlin noted that a motion was in order to accept the minutes of the meeting of July 27, 2017. Commissioner Flores so moved; Commissioner Sandoval seconded the motion. Motion passed.

### OLD BUSINESS

- Ratification of Approval of 2017 Fire Lieutenant Eligible Register

Jeff asked the Commissioners to formally ratify their vote of August 3, 2017 (following the FEDRC meeting). Commissioner Flores moved to ratify Approval of the 2017 Fire Lieutenant Eligible Register; Commissioner Sandoval seconded. The motion passed.

### NEW BUSINESS

- Set Cutoff Score for 2017 Police Sergeant Written Test\*

Jeff reported that (184) candidates took the 2017 Police Sergeant Written Test on July 25, 2017. He noted that the proposed cutoff score is 24.3506 (out of a maximum 35 points); based on that score, (54) individuals are eligible to participate in the Assessment Center in September, 2017. He added that was approximately three times the number of available vacancies in the DPD. He mentioned that the suggested cutoff score is lower than the recommendation of the Angoff Committee, but added that the cutoff score for the 2015 Police Sergeant Written Test was set at 22.1948 (out of a maximum 35 points). Jeff explained that Angoff Committees often suggest higher cut-off scores, because they are "over-qualified and experts" in their fields. Commissioner Flores agreed, and stated lower scores are insignificant when the expectations are so high.

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### INFORMATIONAL ITEMS:

- 2017 Fire Lieutenant Examination Assessor and Candidate Assessment Center Evaluation Summaries\*

Jeff provided the Commissioners with feedback on the 2017 Fire Lieutenant Assessment Center; it included both Assessor and Candidate evaluations. He noted that the three (3) Assessment Center activities ranked in order of accomplishment, as follows:

1. In-Basket
2. Tactical
3. Structured Interview

- Executive Director & Calendar

In Earl's absence, Antoinette reported on upcoming meetings and trainings for CSC staff with OHR, regarding the possible transition from iCIMS to Workday for applicant tracking and processing. She noted several important dates, including a Workday Kickoff on August 16, and all-day trainings on August 22 & 23. She mentioned that several financial programs/applications within the City have already transitioned to Workday; Jeannette, Chris, and Susan will be attending trainings for those programs/applications.

Captain Pixley inquired as to whether a DFD Recruiting representative could attend a Workday meeting; Antoinette said she'd forward the notice about the Workday Kickoff.

Antoinette reminded everyone that there will be a PEDRC meeting on Thursday, August 17, 2017 at 9:30am in the CSC Conference Room 761.

- Comments from Staff/Public

There were no additional comments from CSC staff, or guests.

At 9:40am, Commissioner Flores moved to go into Executive Session; Commissioner Sandoval seconded.

### EXECUTIVE SESSION:

- Preliminary Review—(6) Police Officers
- Deliberative Review—(18) Police Officers
- Disciplinary Update & Review

At 10:05am, Commissioner Sandoval moved to go out of Executive Session; Commissioner Flores seconded.

Commissioner Sandoval moved to fail (6) police applicants in Preliminary Review. Commissioner Flores seconded; the motion passed.

Commissioner Sandoval moved to pass (15) and fail (3) police officer applicants in Deliberative Review. Commissioner Flores seconded; the motion passed.

Felisa alerted the Commissioners that they would be reviewing another fifty (50) police files, to be voted on August 24, 2017 and September 14, 2017.

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

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### CIVIL SERVICE COMMISSION:

/s/ Neal Berlin

Neal Berlin, President

/s/ Joseph G. Sandoval

Joseph G. Sandoval, Commissioner

/s/ Anna Flores

Anna Flores, Commissioner

/s/ Susan Billotte

Susan Billotte, HR Technician II