

## RECORD OF PROCEEDINGS

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### CIVIL SERVICE COMMISSION DENVER, COLORADO – OCTOBER 2, 2015 MEETING No. 325

Commissioners Present: Neal G. Berlin, President  
Anna Flores, Commissioner  
Federico C. Alvarez, Commissioner  
Joseph G. Sandoval, Commissioner

Staff Present: Earl Peterson, Executive Director  
Antoinette Torres-Janke, Human Resources Supervisor  
Felisa Urdiales, Senior Human Resources Professional  
Jeff Wilson, Senior Human Resources Professional  
Susan Billotte, Staff Human Resources Professional

Guests: Bob Wolf, City Attorney  
Greg Pixley, DFD  
Wendi Smith, DFD  
John MacDonald, DPD

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

#### Opening:

The Commissioners approved the minutes of the meeting held September 18, 2015.

#### Old Business:

- Ratification of Email/Telephone Votes for Approval of 2015 Denver Police Sergeant Examination Eligible Register
- Additional Information Regarding Exercise Scores for 2015 Police Sergeant Assessment Center and Summary of Assessor and Candidate Evaluations for the 2015 Police Sergeant Assessment Center

Jeff distributed a revised version of the 2015 Denver Police Sergeant Examination Eligible Register; he explained that a correction needed to be made to the original. One (1) candidate had received too many seniority points, which affected the rank order of two (2) candidates. The error was corrected; the Chiefs were notified (by Earl); the candidates were notified. Commissioner Alvarez moved to approve the original Eligible Register with the revised rankings. Commissioner Sandoval seconded the motion.

#### New Business:

- Selection of Consultant for the 2016 Fire Engineer Examination

Jeff noted that the CSC sent out fifteen (15) Request for Proposals (RFPs) for the 2016 Fire Engineer Exam.

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Three (3) consultants submitted bids in response to the RFP. Jeff reviewed them. He recommended Booth Research, based on their lowest bid, Colorado location, and previous experience administering examinations for DFD and DPD. Commissioner Alvarez made a motion to accept Booth Research's bid at \$27,825. The motion was seconded by Commissioner Flores, and approved unanimously.

### Informational Items:

- Executive Director Report

Earl Peterson reported on his attendance and presentation to the COB (Civilian Oversight Board), OIM (Office of the Independent Monitor) and general public; Channel 8 televised the meeting. Some discussion focused on CSC Hearing Officers. Concerns were raised by members of the COB about the qualifications and selection process of Hearing Officers. A suggestion was made that the CSC Commissioners might serve as Hearing officers. Commissioner Sandoval asked about specific discipline issues raised by COB. Commissioner Alvarez asked about the Career Services Hearing Officers dynamic compared to CSC. City Attorney, Robert Wolf provided a comparison, but noted that CSA still has a "de novo" process. He noted that CSA Hearing Officers are full-time employees, and Earl added that they "put in about 40 hours a week."

Earl Peterson also reported that he and staff met with the Sheriff's Department regarding their potential implementation of iCIMS.

- Calendar

Antoinette reviewed upcoming meetings/events through October.

- Comments from Commissioners:

Commissioner Berlin read an excerpt on buildings from "Images of America—Lost Denver."

- Comments from Staff/Public:

Wendi Smith invited the Commissioners and CSC staff to attend the Fire Ops on 10/16, 8am-1pm. As there is a CSC Commission Meeting scheduled for that morning, she stated that anyone was welcome to attend after the meeting.

Jeff mentioned that CSC will be processing 73 Entry-level Firefighters from the 2014 Eligible Register, to meet the needs of a spring 2016 fire Academy.

Earl complimented Felisa, Chris, Gloria and Susan on iCIMS implementation, and Gloria on the revamping/updating of the computer testing lab.

At 9:55am a motion was made to go into Executive Session.

### Executive Session:

- \*Deliberative Review for Re-Employment for (1) Denver Police Officer

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- \*Preliminary File Review– Seven (7) Entry-level Police Officer Applicants-Request to Stop
- Disciplinary Update and Review

### Open Session:

Commissioner Alvarez made a motion for re-employment of one (1) Police Officer. Commissioner Flores seconded the motion; the motion passed unanimously. Commissioner Alvarez made a motion to stop background on five (5) Entry-level Police Officer applicants, and continue two (2) backgrounds. Commissioner Flores seconded the motion; the motion passed unanimously.

There being no further action taken and no other business to be heard, the Civil Service Commission meeting of October 2, 2015 was adjourned at 10:15 a.m.

### **CIVIL SERVICE COMMISSION:**

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Neal G. Berlin, Commissioner/President

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Anna Flores, Commissioner

ATTEST: \_\_\_\_\_  
Earl E. Peterson, Executive Director

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Joseph G. Sandoval, Commissioner

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Susan Billotte, Staff H.R. Professional

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Federico Alvarez, Commissioner