

MINUTES

AGENDA FOR A REGULAR MEETING OF THE CIVIL SERVICE COMMISSION TO BE HELD AT 6:00 P.M., THURSDAY EVENING, AUGUST 23, 2007 CITY COUNCIL CHAMBERS, #2 CIVIC CENTER PLAZA – 2ND FLOOR

All matters listed under the Consent Agenda below will be considered by the Commission to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Commission or persons in the audience request specific items be removed from the Consent agenda to the Regular Agenda for discussion prior to the time the Commission votes on the motion to adopt the Consent Agenda.

MEMBERS PRESENT: Ruck, Lance – Chair
Boureslan, Ali
Brannon, Edith
Gezelius, Ken
Mosher, Fran
Reynolds, Thurman

MEMBERS ABSENT: Scott, Valerie

The meeting convened at 6:05 p.m. with five commissioners present and Chair Lance Ruck presiding. Chair Ruck asked Linda Thomas if there were any changes to the agenda. Ms. Thomas announced the following changes: Page 1, item 2P is deleted. Page 4, item 2.5 Z is deleted. Page 5, Item 2.5 GG, HH, LL are deleted. Page 6, item 4A be tabled per Mr. Arballo's request. Page 6, Item 5A & 5B are deleted per request from Mr. Arballo. Page 6, Item 9E is deleted. Chair Ruck asked Commissioners if any items were requested to be moved to the regular agenda. Commissioner Gezelius requested Item 1 be moved. Chair Ruck requested that Item 2 and 2.5 be moved to the regular agenda.

MOTION TO APPROVE CONSENT AGENDA AS MODIFIED MADE BY COMMISSIONER GEZELIUS AND SECOND BY COMMISSIONER BOURESLAN, AND UNANIMOUSLY PASSED.

CONSENT AGENDA

1. Discussion and Action on Approval of Minutes:

July 26, 2007

Correction on page 6 of minutes, Item 9 – Motion made by Commissioner Gezelius and second by Commissioner Boureslan

Commissioner Gezelius requested clarification of outcome on item #7: Ms. Thomas explained that Mr. Canavan is in the Fire Academy. The Fire Chief has accepted him into the Fire Academy. John Batoon interjected that this item could not be discussed further unless Commissioner Gezelius wished to submit as a current agenda item.

Commissioner Mosher commented that Item 7 on page 4, for consistency item should read "second from Commissioner Valerie Scott".

August 9, 2007 – no minutes due to lack of quorum

MOTION TO APPROVE THE MINUTES WITH CORRECTIONS MADE BY COMMISSIONER BOURESLAN AND SECOND BY COMMISSIONER GEZELIUS, AND UNANIMOUSLY PASSED.

Ms. Thomas interjected that Hearing Officer Ellis would like to have Item 8 moved up on the agenda. Chair Ruck stated that this item would be heard immediately following the consent agenda items for discussion.

2. Discussion and Action on Approval of Classification Actions:

| <u>Title</u> | <u>Code</u> | <u>Grade</u> |
|---|------------------|------------------|
| A. Proposed: Capital Projects Inspector | 17285 | GS 51 |
| B. Proposed: Fiscal Operations Manager | 12200 | EX 5 |
| C. Proposed: Pretreatment Assistant Manager | 13270 | PM 125 |
| D. Proposed: Pretreatment Manager | 13730 | PM 132 |
| E. Proposed: Utility Engineering Division Manager | 20110 | EX 3 |
| F. Proposed: Assistant Municipal Clerk | 19115 | PM 132 |
| G. Proposed: Archeology Museum Curator | 15243 | PM 124 |
| H. Proposed: Archeology Museum Education Curator | 15233 | PM 124 |
| I. Proposed: Art Museum Assistant Curator | 15260 | PM 122 |
| J. Proposed: Art Museum Assistant Education Curator | 15250 | PM 122 |
| K. Proposed: Art Museum Curator | 15240 | PM 124 |
| L. Proposed: Art Museum Senior Education Curator | 15210 | PM 125 |
| M. Proposed: History Museum Senior Curator | 15225 | PM 125 |
| N. Proposed: History Museum Senior Education Curator | 15215 | PM 125 |
| O. Proposed: Streets Assistant Director – International Bridges | 17615 | EX 3 |
| P. Proposed: Transit Assistant Superintendent | 14245 | GS 55 |
| (DELETED 2P) | | |

2.5 Discussion and Action of placement of incumbents into reclassified positions:

| <u>Title</u> | <u>Code</u> | <u>Grade</u> |
|---|-------------|--------------|
| <u>Official</u> : Business and Financial Manager | 12065 | PM 129 |
| <u>Proposed</u> : Administrative Services Manager | 19210 | EX 5 |
| A. Cecilia Bertolli | | |
| <u>Official</u> : Research Assistant | 11180 | PM 121 |
| <u>Proposed</u> : Administrative Analyst | 11150 | PM 126 |
| B. Lili Gutierrez | | |
| <u>Official</u> : Airport Operations Superintendent | 14070 | PM 131 |
| <u>Proposed</u> : Airport Operations Manager | 14050 | EX 5 |
| C. Terence Sharpe | | |
| <u>Official</u> : Engineering Senior Technician | 13820 | GS 53 |
| <u>Proposed</u> : Environmental Planner | 10200 | PM 126 |
| D. Rick Venegas | | |

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| <u>Official</u> : General Service Worker | 18570 | GS 41 |
| <u>Proposed</u> : Groundskeeping Equipment Technician | 18130 | GS 48 |
| E. Antonio Cervantes | | |
| <u>Official</u> : Solid Waste Route Supervisor | 17820 | GS 43 |
| <u>Official</u> : Truck Driver | 18440 | GS 42 |
| <u>Official</u> : General Services Worker | 18570 | GS 41 |
| <u>Proposed</u> : General Services Lead Worker | 18560 | GS 44 |
| F. 1. Gerardo Manrique (Truck Driver) | | |
| 2. Rodolfo Roman (General Service Worker) | | |
| 3. Alejandro Caballero (General Service Worker) | | |
| 4. Juventino Carrizoza (Truck Driver) | | |
| 5. Roberto Mora (Truck Driver) | | |
| <u>Official</u> : Truck Driver | 18440 | GS 42 |
| <u>Official</u> : Solid Waste Route Supervisor | 17820 | GS 43 |
| <u>Proposed</u> : Equipment Operator | 18630 | GS 51 |
| G. 1. R. Miguel Medrano (Truck Driver) | | |
| 2. Jose Luis Valencia (Truck Driver) | | |
| 3. Gerardo Valenzuela (Truck Driver) | | |
| 4. Jose Valenzuela (Truck Driver) | | |
| 5. Francisco Villanueva (Truck Driver) | | |
| 6. Rogelio Bentancourt (Solid Waste Route Supervisor) | | |
| 7. Gerardo Lira (Solid Waste Route Supervisor) | | |
| 8. Manuel Morales (Solid Waste Route Supervisor) | | |
| 9. Alberto Ortiz (Solid Waste Route Supervisor) | | |
| 10. Manuel Sigala (Solid Waste Route Supervisor) | | |
| <u>Official</u> : Environmental Engineering Associate | 13420 | PM 128 |
| <u>Proposed</u> : Environmental Engineer | 13410 | PM 132 |
| H. Valerie Joosten | | |
| <u>Official</u> : Industrial Pretreatment Chemist | 13270 | PM 125 |
| <u>Proposed</u> : Pretreatment Manager | 13730 | PM 132 |
| I. Nancy Nye | | |
| <u>Official</u> : Pretreatment Inspector | 20940 | GS 48 |
| <u>Proposed</u> : Pretreatment Assistant Manager | 13730 | PM 125 |
| J. Sonia Galindo | | |
| <u>Official</u> : Chemist | 13220 | PM 124 |
| <u>Proposed</u> : Microbiologist | 13225 | PM 124 |
| K. Nahum Najera | | |
| <u>Official</u> : Accounting Manager | 12210 | PM 129 |
| <u>Proposed</u> : Fiscal Operations Manager | 12200 | EX 5 |
| L. 1. Arturo Duran | | |
| 2. Juanita Gardea | | |

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|--|-------|--------|
| <u>Official</u> : Facilities Maintenance Worker | 18530 | GS 45 |
| <u>Proposed</u> : Electrician | 18630 | GS 51 |
| M. Leopoldo Marquez | | |
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| <u>Official</u> : Public Services Librarian | 15520 | PM 125 |
| <u>Proposed</u> : Public Services Senior Librarian | 15510 | PM 127 |
| N. Anna Hernandez | | |
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| <u>Official</u> : Public Information Specialist | 10060 | PM 122 |
| <u>Proposed</u> : Marketing & Customer Relations Coordinator | 10050 | PM 126 |
| O. Jack Galindo | | |
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| <u>Official</u> : Museum Senior Education Curator | 15210 | PM 125 |
| <u>Proposed</u> : History Museum Senior Education Curator | 15215 | PM 125 |
| P. Jessica S. Santoscoy | | |
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| <u>Official</u> : Museum Senior Curator | 15220 | PM 125 |
| <u>Proposed</u> : History Museum Senior Curator | 15225 | PM 125 |
| Q. Barbara Angus | | |
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| <u>Official</u> : Museum Operations Assistant | 15320 | GS 42 |
| <u>Proposed</u> : Facilities Maintenance Lead Worker | 18520 | GS 49 |
| R. Gabriel Holguin | | |
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| <u>Official</u> : Museum Curator | 15240 | PM 124 |
| <u>Proposed</u> : Art Museum Curator | 15240 | PM 124 |
| S. Christian J. Gerstheimer | | |
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| <u>Official</u> : Museum Education Assistant Curator | 15250 | PM 122 |
| <u>Proposed</u> : Art Museum Assistant Education Curator | 15250 | PM 122 |
| T. Melissa A. Ruisz | | |
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| <u>Official</u> : Museum Assistant Curator | 15260 | PM 122 |
| <u>Proposed</u> : Art Museum Assistant Curator | 15260 | PM 122 |
| U. Katherine Smith | | |
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| <u>Official</u> : Senior Secretary | 11120 | GS 48 |
| <u>Proposed</u> : Administrative Assistant | 11110 | GS 51 |
| V. Maria E. Aragon | | |
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| <u>Official</u> : Museum Curator | 15240 | PM 124 |
| <u>Proposed</u> : Archeology Museum Curator | 15243 | PM 124 |
| W. Jason Jurgena | | |

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| <u>Official:</u> Budget Specialist | 12180 | GS 51 |
| <u>Proposed:</u> Departmental Data Management Supervisor | 11080 | GS 54 |
| X. Audrey Mueller | | |

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|---|-------|--------|
| <u>Official:</u> Special Promotions Coordinator | 16080 | PM 124 |
| <u>Proposed:</u> Marketing & Customer Relations Coordinator | 10050 | PM 126 |
| Y. Wayne Thorton | | |

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| <u>Official:</u> Senior Human Resources Analyst | 10520 | PM 125 |
| <u>Proposed:</u> Administrative Analyst | 11150 | PM 126 |
| Z. Hermina Holguin (DELETED) | | |

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| <u>Official:</u> Police Budget Coordinator | 19230 | PM 126 |
| <u>Proposed:</u> Police Administrative Services Division Manager | 19220 | PM 128 |
| AA. Robert Adkinson | | |

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| <u>Official:</u> Strategic Budget Advisor | 12130 | EX 5 |
| <u>Proposed:</u> Administrative Services Manager | 19210 | EX 5 |
| BB. Richard Bristol | | |

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|---|-------|-------|
| <u>Official:</u> Electrician | 18630 | GS 51 |
| <u>Proposed:</u> Electrician Supervisor | 18620 | GS 54 |
| CC. Joaquin Sanchez | | |

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| <u>Official:</u> Chief Coach Operator | 14410 | GS 49 |
| <u>Proposed:</u> Coach Operator | 14250 | GS 47 |
| DD. 1. Cedric Clemmons | | |
| 2. Eugene Reed | | |
| 3. Albert Salazar | | |
| 4. Patricio Vasquez | | |
| 5. Jerome Vasquez | | |

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| <u>Official:</u> Senior Office Assistant | 11230 | GS 44 |
| <u>Proposed:</u> Secretary | 11130 | GS 45 |
| EE. Christina Gomez | | |

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| <u>Official:</u> Secretary | 11130 | GS 45 |
| <u>Proposed:</u> Senior Secretary | 11120 | GS 48 |
| FF. Maria E. Corral | | |

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| <u>Official:</u> Fixed Route Assistant Superintendent | 14230 | PM 132 |
| <u>Proposed:</u> Transit Assistant Superintendent | 14245 | GS 55 |
| GG. Lorenzo Chavez (DELETED) | | |

~~Official: Paratransit Assistant Superintendent 14240 PM 126~~
~~Proposed: Transit Assistant Superintendent 14245 GS 55~~
~~HH. James Peterson (DELETED)~~

~~Official: Chief Coach Operator 14410 GS 49~~
~~Proposed: Transit Route Supervisor/Dispatcher 14250 GS 52~~
~~II. 1. Cristobal Campos (DELETED)~~
~~2. Antonio Rodriguez (DELETED)~~
~~3. Natividad Zuniga (DELETED)~~

Official: Communications Dispatcher 11420 GS 46
Proposed: Transit Route Supervisor/Dispatcher 14250 GS 52
JJ. 1. Richard Bass
2. Debbie Contreras
3. Sheila Rajski
4. Blanca Rayfield

Official: Transportation Services Supervisor 14100 GS 52
Proposed: Transit Route Supervisor/Dispatcher 14250 GS 52
KK. Robert Dominguez

Official: Secretary 11130 GS 45
Proposed: Transit Schedule Writer 14340 GS 49
LL. Nancy Diaz

Official: Accounting/Payroll Clerk 12260 GS 45
Proposed: Accounting/Payroll Specialist 12250 GS 49
MM. Laura Hernandez

MOTION TO APPROVE ITEM 2 AND 2.5 MADE BY COMMISSIONER GEZELIUS AND SECOND BY COMMISSIONER REYNOLDS, AND UNANIMOUSLY PASSED.

REGULAR AGENDA

3. Discussion and action to approve a resolution establishing the days and times for the meetings of the Commission, pursuant to Section 6.1-2 of the City Charter:

MOTION TO APPROVE MADE BY COMMISSIONER BOURESELAN AND SECOND BY COMMISSIONER GEZELIUS AND UNANIMOUSLY PASSED.

4. Discussion and Action on Approval of Hearing Officer Report and Recommendation:
- A. Castillo, Hector – Suspension – Street Department (*previously remanded*)

Tabled until CSC Meeting of 9/13/07, per request from Mr. Arballo.

MOTION TO TABLE ITEM 4A UNTIL NEXT REGULAR CSC MEETING MADE BY COMMISSIONER MOSHER AND SECOND BY COMMISSIONER BRANNON, AND UNANIMOUSLY PASSED.

B. Brooks, Frederick – Termination – Development Services

MOTION TO APPROVE MADE BY COMMISSIONER REYNOLDS AND SECOND BY COMMISSIONER MOSHER, AND UNANIMOUSLY PASSED.

C. Jose M. Maese – Suspension – Fire Department

MOTION TO APPROVE MADE BY COMMISSIONER BOURESLAN AND SECOND BY COMMISSIONER MOSHER, AND UNANIMOUSLY PASSED.

D. Jose D. Acosta – Suspension – Sun Metro

MOTION TO APPROVE MADE BY COMMISSIONER BOURESLAN AND SECOND BY COMMISSIONER MOSHER, AND UNANIMOUSLY PASSED

5. Discussion and Action on request for a termination hearing:

- A. ~~Pat Quintero – Coach Operator – Sun Metro (DELETED)~~
- B. ~~Yvonne Lopez – Coach Operator – Sun Metro (DELETED)~~

6. Discussion and Action on the July 29, 2007, Gloria Saenz complaint:

(Discussion)

MOTION TO DELETE ITEM #6 MADE BY COMMISSIONER REYNOLDS AND SECOND BY COMMISSIONER GEZELIUS, AND UNANIMOUSLY PASSED

7. Discussion and Action on Appeal of Performance Evaluation:

A. Joseph R. Rochefort – Coach Operator - Sun Metro

Subcommittee assigned: Commissioner Mosher as Chair, Commissioner Reynolds & Commissioner Scott

B. Jose D. Acosta – Transit Safety Officer – Sun Metro

Subcommittee assigned: Commissioner Ruck as Chair, Commissioner Boureslan & Commissioner Gezelius.

- 8. Discussion and Action on Motion for Continuance for John Lanahan, #07-PD-07PP

MOTION TO APPROVE CONTINUANCE MADE BY COMMISSIONER BOURESLAN AND SECOND BY COMMISSIONER REYNOLDS, AND UNANIMOUSLY PASSED.

- 9. Discussion and Action on Appeal of Disqualification to take Examination and/or Removal of Name from Eligible List in accordance with C.S.C. Rule 8, Section 1.d.1:

- A. Gerardo Perez – Code Compliance Manager

(Discussion)

MOTION TO DENY MADE BY COMMISSIONER BOURESLAN AND SECOND BY COMMISSIONER MOSHER, AND UNANIMOUSLY PASSED

- B. Vilma Vielma – Planner

(Discussion)

MOTION TO DENY MADE BY COMMISSIONER BOURESLAN AND SECOND BY COMMISSIONER MOSHER, AND UNANIMOUSLY PASSED

- C. William Stern – Code Compliance Manager

(Discussion)

MOTION TO DENY MADE BY COMMISSIONER BRANNON AND SECOND BY COMMISSIONER MOSHER, AND PASSED WITH COMMISSIONER BOURESLAN ABSTAINING.

- D. Rafael Reveles – Fleet Maintenance Technician

(Discussion)

MOTION TO DENY MADE BY COMMISSIONER BOURESLAN AND SECOND BY COMMISSIONER MOSHER, AND UNANIMOUSLY PASSED

- ~~E. Marco Castor – Solid Waste Truck Driver (DELETED)~~

- F. Thomas Maguire – Code Compliance Manager

(Discussion)

MOTION TO DENY MADE BY COMMISSIONER BRANNON AND SECOND BY COMMISSIONER MOSHER, AND PASSED WITH COMMISSIONER BOURESLAN ABSTAINING.

- G. David Ochoa – Parks Superintendent

(Discussion)

MOTION TO TABLE FOR TWO WEEKS (UNTIL 9/13/07), MADE BY COMMISSIONER GEZELIUS AND SECOND BY COMMISSIONER MOSHER, AND PASSED WITH COMMISSIONER BOURESLAN ABSTAINING.

- H. Victor Flores – Parks Superintendent

MOTION TO TABLE FOR TWO WEEKS (UNTIL 9/13/07), MADE BY COMMISSIONER GEZELIUS AND SECOND BY COMMISSIONER MOSHER, AND PASSED WITH COMMISSIONER BOURESLAN ABSTAINING.

I. George Flores – Parks Superintendent

MOTION TO TABLE FOR TWO WEEKS (UNTIL 9/13/07), MADE BY COMMISSIONER GEZELIUS AND SECOND BY COMMISSIONER MOSHER, AND PASSED WITH COMMISSIONER BOURESLAN ABSTAINING.

Chair Ruck requested clarification from Ms. Wilson if in fact Ms. Saenz was now on the eligible list for Parks Superintendent. Ms. Wilson replied yes, and also believed that she was in the top five and would be interviewed.

Commissioner Brannon requested that she still would like to see information regarding the changes that were made to the various job descriptions regarding education requirements. Ms. Thomas said she did have that information and would be able to provide such.

Commissioner Reynolds commented that the changes were not fair to older employees or the system. Experience does have credibility, not just purely a degree.

Item #6: Gloria Saenz was given two minutes to speak regarding this previously deleted item.

The Civil Service Commission may retire into Executive Session pursuant to Civil Service Commission Rule 1, Section 11(a) and the Texas Government Code, Section 551, Subchapter D to discuss any of the following: (The items listed below are matters of the sort routinely discussed in Executive Session, but the Commission may move to Executive Session any of the items on this agenda, consistent with the terms of the Open Meetings Act.). The Commission will return to open session to take any final action.

- Section 551.071 CONSULTATION WITH ATTORNEY
- Section 551.074 PERSONNEL MATTERS

MOTION TO MOVE TO EXECUTIVE SESSION MADE BY COMMISSIONER BOURESLAN AND SECOND BY COMMISSIONER GEZELIUS, AND UNANIMOUSLY PASSED

Convened Executive session at 7:42 p.m.

MOTION TO RETURN TO OPEN SESSION MADE BY COMMISSIONER GEZELIUS AND SECOND BY COMMISSIONER BOURESLAN, AND UNANIMOUSLY PASSED

Open session convened at 7:49 p.m.

- 10. Discussion and Action on Appeal of Disqualification to take Examination and/or Removal of Name from Eligible List in accordance with C.S.C. Rule 25, Section 2f:

Francisco Rimada – Fleet Maintenance Technician Trainee

MOTION TO DENY MADE BY COMMISSIONER MOSHER AND SECOND BY COMMISSIONER BRANNON, AND UNANIMOUSLY PASSED

- 11. Discussion and Action on Appeal of Disqualification to take Examination and/or Removal of Name from Eligible List in accordance with C.S.C. Rule 8, Section 1.d.2:

Eduardo Avila – Solid Waste Truck Driver

MOTION TO APPROVE MADE BY COMMISSIONER GEZELIUS AND SECOND BY COMMISSIONER MOSHER, AND UNANIMOUSLY PASSED

Prior to the end of the meeting, Ms. Thomas questioned Commissioner Brannon on exactly what information she was seeking regarding the job spec changes. Commissioner Brannon stated she was interested in a report referencing the job specs that now require degrees and previously did not. Ms. Thomas stated it would take several months to complete such a report, but that she has analyzed the job specs as they have recently been posted and should be able to supply that information on those job specifications. Ms. Thomas stated that she would bring back the ones that changes have already been made, since this was being done as the position was advertised due to staff constraints.

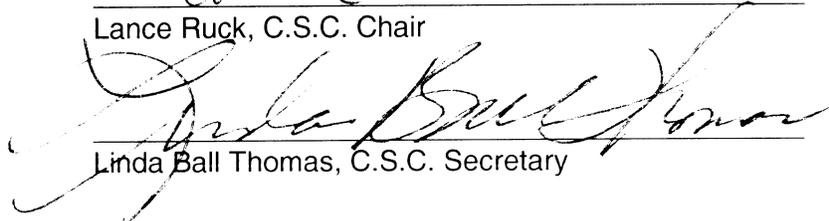
Joyce Wilson added that they will come back with a recommendation for the Parks Superintendent position at the next meeting and then it will be reposted. What we will also commit to is have every department to sit down with their HR Analysts to look at their family series of PM positions carefully and to make recommendations as to whether or not there are some that they will want to provide an equivalency. The specs need to be very specific.
(Discussion)

MOTION TO ADJOURN MADE BY COMMISSIONER GEZELIUS AND SECOND BY COMMISSIONER REYNOLDS, AND UNANIMOUSLY PASSED

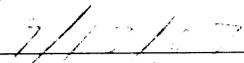
Meeting adjourned at 7:59 p.m.



 Lance Ruck, C.S.C. Chair



 Linda Ball Thomas, C.S.C. Secretary



 Date Approved