



**TAKE NOTICE THAT A REGULAR MEETING
OF THE CIVIL SERVICE COMMISSION
OF THE CITY OF PHARR, TEXAS
WILL BE HELD AT CITY HALL, COMMISSIONERS' ROOM,
118 S. CAGE BLVD., 2ND FLOOR, PHARR, TEXAS
COMMENCING AT 4:00 PM ON
TUESDAY, FEBRUARY 26, 2019**

If during the course of the meeting, the Civil Service Commission should determine that a closed or executive session of the commission is required, then such closed or executive session or meeting is authorized by Section 551.071 to 551.084 of the Texas Government Code. Notice of closed or executive session will be given after the commencement of the meeting covered by this notice.

Should any final action, decision or vote be required in the opinion of the Civil Service Commission with regard to any item discussed during the closed meeting, then such final action, decision or vote shall be made during the open meeting covered by this notice upon the reconvening of the public meeting pursuant to Section 551.102 Government Code V.T.C.S.

In compliance with Section 551.041 et seq. of the Texas Government Code V.T.C.S. (Open Meetings Act), notice is hereby given that the Civil Service Commission will meet at the time and place indicated to consider and act upon the following:

1. CALL TO ORDER:

A) Roll call and possible action on the excusing of any absent member of the governing body.

2. REGULAR AGENDA - OPEN SESSION:

A) Approval of minutes for Tuesday, December 18, 2018

B) Consideration and Action, if any, approving and accepting the raw and final scores from the promotional exam administered for Engineer for the Fire Department on Thursday, January 17, 2019.

3. ADMINISTRATIVE REPORTS.

4. CIVIL SERVICE COMMENTS.

5. CIVIL SERVICE DIRECTORS REPORTS.

6. CLOSED SESSION: *In accordance with Chapter 551 of the Texas Gov't. Code, the Civil Service Board of Commissioners hereby gives notice that it may meet in closed session to discuss the items listed on the public portion of the meeting agenda, in accordance with the following below:*

Pursuant to Section 551.071, the Commission may convene in a closed, non-public meeting with its attorney and discuss any matters related to **legal advice on pending or contemplated litigation, settlement offer, and/or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.074, the Commission may convene in a closed, non-public meeting to discuss any matters related to **appointment, employment, evaluation, reassignment, duties and discipline or dismissal of a public officer or employee and to hear any complaints or charges against an officer or employee.** The City and its attorney may also discuss such issues with the appropriate staff including members so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.076, the Commission may convene in a closed, non-public meeting to discuss any matters on the **deployment, or specific occasions for implementation, of security personnel or devices.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.084, the Commission may convene in a closed, non-public meeting to discuss any matters involving an **investigation and may exclude a witness from hearing during the examination of another witness in the investigation.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

7. RECONVENE into open session and consider action, if necessary, on any item(s) discussed in closed session.

8. ADJOURNMENT.

AGENDA REGULAR MEETING
February 26, 2019

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Clerk's Office at 956/402-4100 ext. 1003/1007 or FAX 956/702-5313 or E-mail hilda.pedraza@pharr-tx.gov or imelda.barrera@pharr-tx.gov for further information. Braille is not available.

I, the undersigned authority, do hereby certify that the above notice of said Regular Meeting of the Civil Service Commission of the City of Pharr was posted on the bulletin board at City Hall and on the City's web page at www.pharr-tx.gov. This Notice was posted on the 22nd day of February 2019 at 4:00 p.m. and will remain posted continuously for at least 72 hours preceding the scheduled time of said Meeting, in compliance with Chapter 551 of the Government Code, Vernon's Texas Codes, Annotated (Open Meetings Act).

WITNESS MY HAND AND SEAL, this 22nd day of February 2019.




HILDA PEDRAZA, TRMC, CMC
CITY CLERK



MINUTES
CIVIL SERVICE COMMISSION
TUESDAY, DECEMBER 18, 2018

A meeting of the Civil Service Commission was held Tuesday, December 18, 2018. Chairperson Dolores Rodriguez called the meeting to order at 4:00 pm, at the Commissioner's Room located at 118 South Cage Blvd., 2nd Floor, Pharr, Texas.

MEMBERS PRESENT: Chairperson, Dolores Rodriguez
Board Member, Vittorio Puente

STAFF PRESENT: City Manager, Alex Meade
Interim City Manager, Ed Wylie
Civil Service / HR Director, Anali Alanis
Civil Service / HR Coordinator, Bea Fuentes
Interim Police Chief, Jose Luengo
Asst. Police Chief, Juan Gonzalez
Fire Chief, Lenny Perez
City Attorney, Patricia Rigney

ITEM 1 CALL MEETING TO ORDER

Chairperson Rodriguez called the meeting to order.

- (a) **ROLL CALL AND POSSIBLE ACTION ON THE EXCUSING OF ANY ABSENT MEMBER OF THE CIVIL SERVICE COMMISSION**
Vice-Chairperson Mario Lizcano absent, roll call established a quorum.

ITEM 2 (a) CONSIDERATION AND ACTION, IF ANY, ON APPROVAL ON MINUTES FOR TUESDAY, NOVEMBER 27, 2018.

Board Member Puente moved to approve minutes as submitted. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 2 (b) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE ENTRY LEVEL EXAM ADMINISTERED FOR PEACE OFFICER FOR THE POLICE DEPARTMENT ON SATURDAY, DECEMBER 8, 2018.

Board Member Puente moved to approve scores as submitted. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 2 (c) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE ELIGIBILITY LIST FROM THE ENTRY LEVEL EXAM ADMINISTERED FOR PEACE OFFICER FOR THE POLICE DEPARTMENT ON SATURDAY, DECEMBER 8, 2018.

Board Member Puente moved to approve list as submitted. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 3 ADMINISTRATIVE REPORTS (PD AND FD)

Fire Chief Lenny Perez announced the promotional ceremony that was held on December 7, 2018 for the promotion of (2) Lieutenants and (1) Engineer. Current promotional list for Engineer has been exhausted, Test date scheduled for future date. Fire Station 4 is about 73% complete, February 22, 2019 is target date for completion, ribbon cutting date to follow immediately after. Fire department completed EMS class, (9) Pharr Firefighters and (1) Police officer participated and completed the class successfully, State Exam scheduled for the near future. Physical exams are scheduled for Fire Department staff in January. These exams are new and not only for health check but also for cancer screening.

Chairperson Rodriguez asked how many current vacancies for the position of Engineer there are, Chief Perez announced (4) vacancies.

Police Chief Jose Luengo introduced the newly assigned Assistant Chief of Police for patrol services Juan Gonzalez. Asst. Chief Gonzalez would like to thank the Commission for the opportunity that he has been given. Mr. Gonzalez has been working with Investigations these past 9 years and is excited about the move. Chief Luengo announced that on December 13th, (4) police cadets graduated from the police academy, they met the requirements and are now probationary police officers which are going thru an in-service training that runs approximately 2-3weeks. With the recent entry level exam administered, PD is looking to fill approximately 5-8 positions due to losing officers to Federal and Border Patrol agencies. With the recent promotion of Asst. Chief Gonzalez, the position of Sergeant is now available; therefore, promotional testing for Sergeant and Lieutenant is scheduled for the near future. PD participated and made the annual Toy purchase for the community kids to attend and receive free toys with the funds from Blue Santa Campaign. Chief Luengo invited the Commission to PD so that they may meet the motivated, dedicated employees on Friday, Dec.21, 12-2pm. Chief also reported that PD is almost complete with the PT assessment, many of the officers had been scheduled to work the Blue Santa campaign therefore making it difficult to complete the assessment.

ITEM 4 CIVIL SERVICE COMMENTS

Chairperson Rodriguez welcomes Asst. Police Chief Gonzalez as well as City Manager Alex Meade and also asked how many books are made available for entry level exams for PD?

Civil Service Director Alanis explained the process of entry level exams not being provided with books; however, are given access to on-line study guides once they have signed up and registered to test.

Chairperson Rodriguez extremely happy due to the high number of passing grades on the entry level exam.

ITEM 5 CIVIL SERVICE DIRECTORS REPORT

Director Alanis reports promotional testing dates for Fire department Engineer position January 17, 2019. Police department Sergeant March 21, 2019 and Lieutenant March 22, 2019.

ITEM 6 CLOSED SESSION: IN ACCORDANCE WITH CHAPTER 551 OF THE TEXAS GOV'T. CODE, THE CIVIL SERVICE BOARD OF COMMISSIONERS HEREBY GIVES NOTICE THAT IT MAY MEET IN EXECUTIVE SESSION TO DISCUSS THE ITEMS LISTED ON THE PUBLIC PORTION OF THE MEETING AGENDA, INCLUDING ITEM(S) 3-8 IN ACCORDANCE WITH THE FOLLOWING PURSUANT TO SECTION 551.071, 551.074, 551.075, 551.076 AND 551.084

The time being, Chairperson Rodriguez stated the commission would be entering a closed session.

ITEM 7 RECONVENE INTO REGULAR SESSION, AND CONSIDER ACTION, IF NECESSARY ON ANY ITEM(S) DISCUSSED IN EXECUTIVE SESSION.

The time being_____, Chairperson stated the commission would be resuming the open meeting.

No Action

ITEM 8 ADJOURNMENT

There being no further business to come before, Board Member Puente moved to adjourn. It was seconded by Chairperson Rodriguez and when put to a vote the motion carried unanimously. Meeting adjourned at 4:15 pm.

Chairperson Dolores Rodriguez

Vice-Chairperson Mario Lizcano

Board Member Vittorio Puente



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 2.B.

DATE SUBMITTED: February 21, 2019

MEETING DATE: February 26, 2019

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR:

Agenda Item: Consideration and Action, if any, approving and accepting the raw and final scores from the promotional exam administered for Engineer for the Fire Department on Thursday, January 17, 2019.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Exclude Material from Public Packet? No

Reason:

Issue: N/A

Financial Consideration: N/A

Staff Recommendation: N/A

Alternatives: N/A

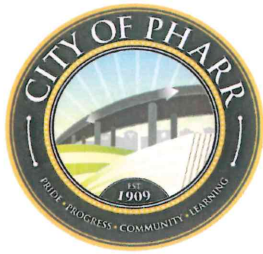
ROUTING:

Beatriz Fuentes

Created/Initiated - 02/21/2019

Anali Alanis

Final Approval - 02/22/2019



Pharr

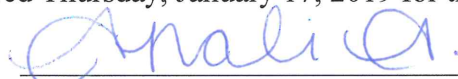
Human Resources



OFFICE OF THE CIVIL SERVICE DIRECTOR
RESULTS
PROMOTIONAL EXAM
ENGINEER/FIRE INSPECTOR
FIRE DEPARTMENT

	<u>Social Security Number</u>	<u>Raw</u>	<u>Final</u>
1.	8454	66	66
2.	7303	65	65
3.	2946	60	60
4.	6943	56	56
5.	6478	56	56
6.	3471	55	55
7.	4593	54	54
8.	1452	53	53
9.	1435	51	51
10.	2621	48	48
11.	8756	45	45
12.	6647	44	44
13.	6041	39	39

This is a result of the promotional exam administered Thursday, January 17, 2019 for the rank of Engineer/Fire Inspector in the fire department.


Anali Alanis, Civil Service Director:

POSTED: JANUARY 17, 2019