

**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 3:00 PM ON
MONDAY, MAY 3, 2021**

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:

In accordance with social distancing guidelines, public meetings will be held in a manner intended to separate, to the maximum practical extent, audience and presenters from personal contact with members of community, city staff, and city council. The meeting will be held via videoconference and broadcast at <http://www.pharr-tx.gov>

1. CALL TO ORDER:

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

2. REGULAR AGENDA - OPEN SESSION:

A) Approval of minutes for Tuesday, February 23, 2021.

B) Consideration and action, if any, on approving and accepting the raw and final scores from the promotional exam administered for Sergeant for the Police Department on Wednesday, April 28, 2021. (HR)

C) Consideration and action, if any, on approving and accepting the eligibility list from the promotional exam administered for Sergeant for the Police Department on Wednesday, April 28, 2021. (HR)

AGENDA REGULAR MEETING
May 3, 2021

D) Consideration and action, if any, on approving and accepting the raw and final scores from the promotional exam administered for Engineer / Fire Inspector for the Fire Department on Thursday, April 29, 2021. (HR)

E) Consideration and action, if any, on approving and accepting the eligibility list from the promotional exam administered for Engineer / Fire Inspector for the Fire Department on Thursday, April 29, 2021. (HR)

F) Consideration and action, if any, on approving and accepting the raw and final scores from the promotional exam administered for Lieutenant for the Police Department on Friday, April 30, 2021. (HR)

G) Consideration and action, if any, on approving and accepting the eligibility list from the promotional exam administered for Lieutenant for the Police Department on Friday, April 30, 2021. (HR)

3. ADMINISTRATIVE REPORTS.

4. CIVIL SERVICE DIRECTORS REPORTS.

5. CIVIL SERVICE COMMENTS.

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.

AGENDA REGULAR MEETING
May 3, 2021

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

8. **ADJOURNMENT.**

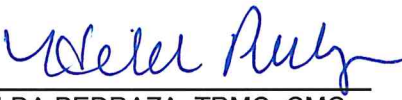
NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

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 23rd day April 2021 at 3:30pm 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 23rd day April 2021





HILDA PEDRAZA, TRMC, CMC
CITY CLERK



Pharr

Human Resources



CIVIL SERVICE COMMISSION MINUTES

A meeting of the Civil Service Commission was held Tuesday, February 23, 2021. Chairperson Dolores Rodriguez called the meeting to order at 4:00 pm, at the Commissioners' Room located at 118 South Cage Blvd., 2nd Floor, Pharr, Texas.

MEMBERS PRESENT: Chairperson, Dolores Rodriguez
Vice-Chairperson, Mario Lizcano
Board Member, Vittorio Puente

STAFF PRESENT: Ed Wylie, Interim City Manager
Anali Alanis, Civil Service / Asst. City Manager
Bea Fuentes, Civil Service / HR Coordinator
Andy Harvey, Chief of Police
Lenny Perez, Fire Chief

ITEM 1 CALL MEETING TO ORDER

Chairperson Rodriguez called the meeting to order.

ITEM 1(a) ROLL CALL AND POSSIBLE ACTION ON THE EXCUSING OF ANY ABSENT MEMBER OF THE CIVIL SERVICE COMMISSION

Roll call established a quorum.

ITEM 2(a) CONSIDERATION AND ACTION, IF ANY, ON APPROVAL OF MINUTES FOR TUESDAY, DECEMBER 15, 2020.

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

ITEM 3 ADMINISTRATIVE REPORTS (PD and FD)

Police Chief Harvey reported the hiring of 11 new Police Officers and remaining 4 vacancies. There is a scheduled promotional exam for Sergeant on April 28th and Lieutenant on April 30th.

Vice-Chairperson Lizcano commends the Police Department on the new Mental Health unit and wants the City to know that it is already in use and in action.

Chairperson Rodriguez thanks the Police and Fire Department for all their efforts during the recent weather challenges.

**CIVIL SERVICE COMMISSION
TUESDAY, FEBRUARY 23, 2021**

Fire Chief Perez reported the hiring of 10 new Fire Fighters and the upcoming hiring of 2 more in the next few weeks. There is a scheduled promotional exam for Engineer/Fire Inspector which will then open the hiring for 3 more Fire Fighters. The City of Pharr's Fire Fighter / EMT's are currently assisting in the administering of Covid-19 vaccines, 1700 total last month and have another 500 scheduled for the end of this week.

Board Member Puente would like to thank the Fire Chief and Fire Department for the risks they take in assisting in the administering of the vaccines.

ITEM 4 CIVIL SERVICE DIRECTORS REPORT

Mrs. Alanis confirmed the hiring of Police Officers at the Police Department and announced the upcoming promotional exams for the vacancies of Sergeant and Lieutenant. Mrs. Alanis also reported the recent promotional exam for Engineer/Fire Inspector at the Fire Department in which out of the 12 testers no one successfully passed; therefore, there is a new exam scheduled for March 18, 2021. Mrs. Alanis mentioned moving forward to the City Commission with the current ordinance in place that will increase the Civil service positions of Engineer / Fire Inspector from Non-Civil Service. The TXPELRA/Civil Service Workshop was rescheduled to March 24-25, 2021, due to Texas inclement weather and power outages experienced these past few weeks.

Vice-Chairperson Lizcano is requesting the recording of the Workshop so that the members can view for credits at their availability.

ITEM 5 CIVIL SERVICE COMMISSION COMMENTS

Vice-Chairperson Lizcano would like to thank the Police and Fire Departments for directing traffic / traffic control during the power and street light outage. Mr. Lizcano is also extremely proud that the City of Pharr is one of the 1st Municipalities to provide Covid-19 vaccines.

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 items 3 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.

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

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

The time being _____am/pm, Chairperson stated the commission would be resuming the open meeting.

ITEM 8 ADJOURNMENT

There being no further business to come before, Vice-Chairperson Lizcano moved to adjourn. It was seconded by Board Member Puente 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: April 22, 2021

MEETING DATE: May 3, 2021

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and action, if any, on approving and accepting the raw and final scores from the promotional exam administered for Sergeant for the Police Department on Wednesday, April 28, 2021.

Classification: Regular

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

Issue: N/A

Fiscal Consideration:

Staff Recommendation: Approval of raw and final scores from the promotional exam administered for Sergeant for the Police Department on Wednesday, April 28, 2021.

Alternatives:

Exclude Material from Public Packet? No

Reason:

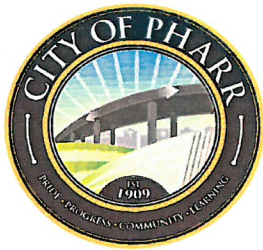
ROUTING:

Beatriz Fuentes

Anali Alanis

Created/Initiated - 4/22/2021

Final Approval - 4/23/2021



Pharr

Human Resources



OFFICE OF THE CIVIL SERVICE DIRECTOR
RESULTS PROMOTIONAL EXAM
POLICE DEPARTMENT
SERGEANT

<u>Social Security Number</u>		<u>Raw</u>	<u>Final</u>
1.	1019	80	87
2.	7960	64	64
3.	3593	63	63
4.	1441	62	62
5.	7453	60	60
6.	6061	58	58
7.	0318	55	55
8.	5964	52	52
9.	1086	50	50
10.	7245	49	49
11.	2596	45	45
12.	6656	41	41

This is a result of the promotional exam administered Wednesday, April 28, 2021 for the rank of Sergeant in the Police Department.


Anali Alanis, Civil Service Director

POSTED: APRIL 28, 2021



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 2.C.

DATE SUBMITTED: April 22, 2021

MEETING DATE: May 3, 2021

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and action, if any, on approving and accepting the eligibility list from the promotional exam administered for Sergeant for the Police Department on Wednesday, April 28, 2021.

Classification: Regular

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

Issue: N/A

Fiscal Consideration:

Staff Recommendation: Approval of the eligibility list from the promotional exam administered for Sergeant for the Police Department on Wednesday, April 28, 2021.

Alternatives:

Exclude Material from Public Packet? No

Reason:

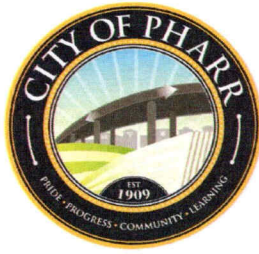
ROUTING:

Beatriz Fuentes

Anali Alanis

Created/Initiated - 4/22/2021

Final Approval - 4/23/2021



Pharr

Human Resources



**ELIGIBILITY LIST
PROMOTIONAL EXAM
POLICE DEPARTMENT
SERGEANT
APRIL 28, 2021**

1. Juan Alvarez

The eligibility list created for the rank of Sergeant from the promotional exam held April 28, 2021 will remain in effect for a period of one year or until exhausted, Whichever date comes first.

Anali Alanis, HR/ Civil Service Director

APPROVED AND CERTIFIED BY THE CIVIL SERVICE COMMISSION
ON MONDAY, MAY 3, 2021.

POSTED: MONDAY, MAY 3, 2021



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 2.D.

DATE SUBMITTED: April 22, 2021

MEETING DATE: May 3, 2021

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and action, if any, on approving and accepting the raw and final scores from the promotional exam administered for Engineer / Fire Inspector for the Fire Department on Thursday, April 29, 2021.

Classification: Regular

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

Issue: N/A

Fiscal Consideration:

Staff Recommendation: Approval of the raw and final scores from the promotional exam administered for Engineer / Fire Inspector for the Fire Department on Thursday, April 29, 2021.

Alternatives:

Exclude Material from Public Packet? No

Reason:

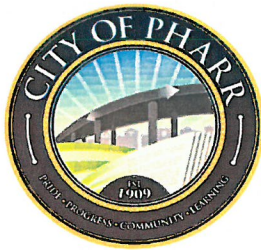
ROUTING:

Beatriz Fuentes

Anali Alanis

Created/Initiated - 4/22/2021

Final Approval - 4/23/2021



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.	1435	73	83
2.	1425	68	68
3.	9830	68	68
4.	7351	65	65
5.	8341	62	62
6.	6478	61	61
7.	1452	55	55
8.	0747	55	55
9.	6234	54	54
10.	0817	54	54
11.	4177	53	53
12.	6647	52	52
13.	3771	49	49
14.	1765	49	49
15.	9488	48	48
16.	5317	45	45
17.	3801	43	43
18.	4032	40	40

This is a result of the promotional exam administered Thursday, April 29, 2021 for the rank of Engineer/Fire Inspector in the fire department.

Anali Alanis, Asst. City Manager/CS Director

POSTED: April 29, 2021



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 2.E.

DATE SUBMITTED: April 22, 2021

MEETING DATE: May 3, 2021

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and action, if any, on approving and accepting the eligibility list from the promotional exam administered for Engineer / Fire Inspector for the Fire Department on Thursday, April 29, 2021.

Classification: Regular

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

Issue: N/A

Fiscal Consideration:

Staff Recommendation: Approval of the eligibility list from the promotional exam administered for Engineer / Fire Inspector for the Fire Department on Thursday, April 29, 2021.

Alternatives:

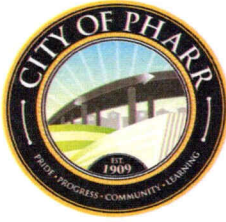
Exclude Material from Public Packet? No

Reason:

ROUTING:

Beatriz Fuentes
Anali Alanis

Created/Initiated - 4/22/2021
Final Approval - 4/23/2021



Pharr

Human Resources



**ELIGIBILITY LIST
PROMOTIONAL EXAM
ENGINEER
FIRE DEPARTMENT
APRIL 29, 2021**

1. David Yanez

The eligibility list created for the rank of Engineer from the promotional exam held Thursday, April 29, 2021 will remain in effect for a period of one year from test date or until exhausted, whichever comes first.

Anali Alanis, Asst. City Manager/CS Director

APPROVED AND CERTIFIED BY THE CIVIL SERVICE COMMISSION
ON MONDAY, MAY 3, 2021.

POSTED: MONDAY, MAY 3, 2021



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 2.F.

DATE SUBMITTED: April 22, 2021

MEETING DATE: May 3, 2021

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and action, if any, on approving and accepting the raw and final scores from the promotional exam administered for Lieutenant for the Police Department on Friday, April 30, 2021.

Classification: Regular

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

Issue: N/A

Fiscal Consideration:

Staff Recommendation: Approval of the raw and final scores from the promotional exam administered for Lieutenant for the Police Department on Friday, April 30, 2021.

Alternatives:

Exclude Material from Public Packet? No

Reason:

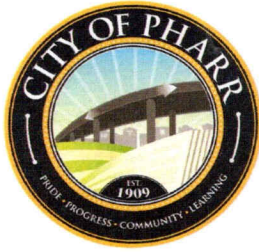
ROUTING:

Beatriz Fuentes

Anali Alanis

Created/Initiated - 4/22/2021

Final Approval - 4/23/2021



Pharr

Human Resources



OFFICE OF THE CIVIL SERVICE DIRECTOR
RESULTS PROMOTIONAL EXAM
POLICE DEPARTMENT
LIEUTENANT

<u>Social Security Number</u>		<u>Raw</u>	<u>Final</u>
1.	7004	76	86
2.	4924	66	66
3.	3185	65	65
4.	4868	63	63
5.	1886	61	61
6.	7426	60	60
7.	4607	53	53
8.	0454	51	51

This is a result of the promotional exam administered Friday, April 30, 2021 for the rank of Lieutenant in the Police Department.


Anali Alanis, Civil Service Director

POSTED: APRIL 30, 2021



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 2.G.

DATE SUBMITTED: April 22, 2021

MEETING DATE: May 3, 2021

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and action, if any, on approving and accepting the eligibility list from the promotional exam administered for Lieutenant for the Police Department on Friday, April 30, 2021.

Classification: Regular

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

Issue: N/A

Fiscal Consideration:

Staff Recommendation: Approval of the eligibility list from the promotional exam administered for Lieutenant for the Police Department on Friday, April 30, 2021.

Alternatives:

Exclude Material from Public Packet? No

Reason:

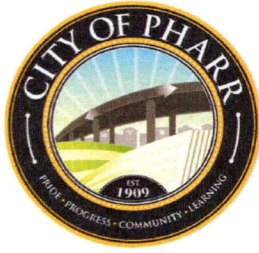
ROUTING:

Beatriz Fuentes

Created/Initiated - 4/22/2021

Anali Alanis

Final Approval - 4/23/2021



Pharr

Human Resources



**ELIGIBILITY LIST
PROMOTIONAL EXAM
POLICE DEPARTMENT
LIEUTENANT
APRIL 30, 2021**

1. Michael Rodriguez

The eligibility list created for the rank of Lieutenant from the promotional exam held April 30, 2021 will remain in effect for a period of one year or until exhausted, Whichever date comes first.

Anali Alanis, HR/ Civil Service Director

APPROVED AND CERTIFIED BY THE CIVIL SERVICE COMMISSION
ON MONDAY, MAY 3, 2021.

POSTED: MONDAY, MAY 3, 2021