



**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., 2<sup>ND</sup> FLOOR, PHARR, TEXAS  
COMMENCING AT 4:00 PM ON  
TUESDAY, NOVEMBER 29, 2022**

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.

**2. PUBLIC TESTIMONY:** *(Ordinance No. O-2019-45). A person intending on addressing the governing body may speak at a scheduled meeting of the governing body following registration with the presiding clerk and prior to the scheduled meeting. A registered speaker may speak only on items on the agenda and may not exceed 1.5 minutes when addressing the board regarding an agenda item. A registered speaker may not donate time to another speaker. A sign-in form for public testimony shall be promulgated by the presiding clerk and be made available at the city clerk's office. A person may sign up for public testimony beginning at the time the agenda is posted for the meeting. A person may not sign up later than one hour before the posted meeting is scheduled to begin. No registered speaker may be allowed to speak regarding an item once the public testimony portion of the agenda has ended.*

**3. REGULAR AGENDA - OPEN SESSION:**

A) Approval of minutes for Regular Called meeting on Tuesday, October 25, 2022. **This item supports SG - Sound Governance and Fiscal Sustainability.**

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 Friday, October 28, 2022. **This item supports SSC - Safe and Secure Community.** (HR)

C) Consideration and action, if any, approving and accepting the eligibility list from the promotional exam administered for Engineer for the Fire Department on Friday, October 28, 2022. **This item supports SSC - Safe and Secure Community.** (HR)

#### **4. ADMINISTRATIVE REPORTS.**

#### **5. CIVIL SERVICE DIRECTORS REPORTS.**

#### **6. CIVIL SERVICE COMMENTS.**

**7. 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.

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

**9. 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. 1016/1007 or FAX 956/702-5313 or E-mail [hilda.pedraza@pharr-tx.gov](mailto:hilda.pedraza@pharr-tx.gov) or [imelda.barrera@pharr-tx.gov](mailto: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](http://www.pharr-tx.gov). This Notice was posted on the 18th day of November, 2022 at 10:00 a.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 18th day of November, 2022**



  
HILDA PEDRAZA, TRMC, CMC  
CITY CLERK

## **CIVIL SERVICE COMMISSION MINUTES**

The Civil Service Commission met in a Regular Called Meeting on Tuesday, October 25, 2022, at the Commissioners' Room located at 118 South Cage Blvd., 2nd Floor, Pharr, Texas. The following is the record of attendance.

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

**STAFF PRESENT:** Anali Alanis, Civil Service / Interim City Manager  
Bea Fuentes, Civil Service / HR Specialist  
Pilar Rodriguez, Fire Chief  
Juan F. Gonzalez, Acting Police Chief

### **ITEM 1 CALL MEETING TO ORDER**

#### **(A) ROLL CALL AND POSSIBLE ACTION ON THE EXCUSING OF ANY ABSENT MEMBER OF THE CIVIL SERVICE COMMISSION**

Chairperson Rodriguez called the meeting to order at 4:00 p.m. Roll call established a quorum. Board Member Puente moved, and Chairperson Rodriguez seconded to excuse Vice-Chairperson Lizcano for being absent from the meeting.

### **ITEM 2 PUBLIC TESTIMONY**

There were no comments from the public.

### **ITEM 3 REGULAR AGENDA**

#### **(A) APPROVAL OF MINUTES FOR TUESDAY, SEPTEMBER 27, 2022.**

Chairperson Rodriguez introduced the item.

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

#### **(B) Consideration and action, if any, approving and accepting the raw and final scores from the entry level exam administered for Fire Fighter for the Fire Department on Saturday, October 15, 2022.**

Chairperson Rodriguez introduced the item.

Board Member Puente **moved** to proceed with the recommendation. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

**(C) Consideration and action, if any, approving and accepting the eligibility list from the entry level exam administered for Fire Fighter for the Fire Department on Saturday, October 15, 2022.**

Chairperson Rodriguez introduced the item.

Board Member Puente **moved** to proceed with the recommendation. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

**ITEM 4 ADMINISTRATIVE REPORTS**

Fire Chief Rodriguez reminded the Board and the Community that October is Fire Prevention month, and the theme is "Fire Won't Wait, So Plan Your Escape". The Fire department has had events scheduled the entire month of October focusing on fire and life safety practices for the community to reduce risk for the residents, businesses, and visitors of Pharr.

Police Chief Gonzalez reported they are reviewing applicants from the recent entry level exam to fill 9 current vacancies. Chief Gonzalez also announced that the 8 cadets that are currently in the Police academy are scheduled to graduate in December of 2022.

**ITEM 5 CIVIL SERVICE DIRECTORS' REPORTS**

Interim City Manager / Civil Service Director Alanis announced that there are currently no promotional vacancies for the Police or Fire Department; however, to prepare for the future all reading material will be reviewed and promotional exams for all the ranks in Police and Fire will be or have been scheduled in order to have an eligibility list available should a high rank position become vacant.

**ITEM 6 CIVIL SERVICE COMMENTS**

**ITEM 7 CLOSED SESSION**

**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 4:07 pm.

APPROVED: \_\_\_\_\_

\_\_\_\_\_  
Chairperson Dolores Rodriguez

\_\_\_\_\_  
Vice-Chairperson Mario Lizcano

\_\_\_\_\_  
Board Member Vittorio Puente

APPROVED: \_\_\_\_\_



## AGENDA MEMORANDUM



**BOARD:** Civil Service Commission

**AGENDA ITEM #:** 3.B.

**DATE SUBMITTED:** November 15, 2022

**MEETING DATE:** November 29, 2022

**FROM:** Beatriz Fuentes, HR Coordinator

**DEPARTMENT:** HR

**DIRECTOR:** Anali Alanis

**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 Friday, October 28, 2022. **This item supports SSC - Safe and Secure Community.**

**Classification:** Regular

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

**Issue:** No Issue

**Fiscal Consideration:**

**Staff Recommendation:**

**Alternatives:**

**Exclude Material from Public Packet?** No

**Reason:**

---

### **ROUTING:**

Beatriz Fuentes

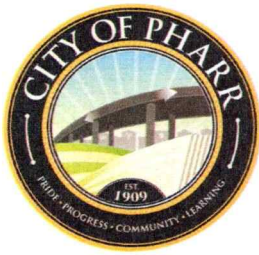
Created/Initiated - 11/15/2022

Anali Alanis

Approved - 11/17/2022

Patricia Rigney

Final Approval - 11/17/2022



# Pharr

## Human Resources



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

Social Security Number

1. **6295**
2. **3771**
3. 2621
4. 4610
5. 4032

Raw

- 74**  
**75**  
65  
59  
50

Final

- 84**  
**81**  
65  
59  
50

This is a result of the promotional exam administered Friday, October 28, 2022, for the rank of Engineer / Fire Inspector in the fire department.

Anali Alanis, Interim City Manager/CS Director

POSTED: October 28, 2022



## AGENDA MEMORANDUM



**BOARD:** Civil Service Commission

**AGENDA ITEM #:** 3.C.

**DATE SUBMITTED:** November 15, 2022

**MEETING DATE:** November 29, 2022

**FROM:** Beatriz Fuentes, HR Coordinator

**DEPARTMENT:** HR

**DIRECTOR:** Anali Alanis

**Agenda Item:** Consideration and action, if any, approving and accepting the eligibility list from the promotional exam administered for Engineer for the Fire Department on Friday, October 28, 2022. **This item supports SSC - Safe and Secure Community.**

**Classification:** Regular

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

**Issue:** No Issue

**Fiscal Consideration:**

**Staff Recommendation:** Approval of Eligibility list from the promotional exam administered for Engineer for the Fire Department.

**Alternatives:**

**Exclude Material from Public Packet?** No

**Reason:**

---

### **ROUTING:**

Beatriz Fuentes

Created/Initiated - 11/15/2022

Anali Alanis

Approved - 11/17/2022

Patricia Rigney

Final Approval - 11/17/2022



# Pharr



**ELIGIBILITY LIST  
PROMOTIONAL EXAM  
FIRE DEPARTMENT  
ENGINEER / FIRE INSPECTOR  
OCTOBER 28, 2022**

1. Encarnacion Saenz III
2. Catherine Cadena

The eligibility list created for the rank of Engineer / Fire Inspector from the promotional exam held Friday, October 28, 2022, will remain in effect for a period of one year from test date or until exhausted, whichever comes first.

APPROVED AND CERTIFIED BY THE CIVIL SERVICE COMMISSION ON NOV. 29, 2022.

---

Anali Alanis, Interim City Manager / Civil Service Director

Posted: Tuesday, November 29, 2022.