

**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 9:00 AM ON
TUESDAY, FEBRUARY 28, 2023**

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 Tuesday, January 31, 2023. **This item supports SG - Sound Governance and Fiscal Sustainability.**

AGENDA REGULAR MEETING
February 28, 2023

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, February 24, 2023. **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, February 24, 2023. **This item supports SSC - Safe and Secure Community.** (HR)

D) Consideration and action, if any, approving and accepting the raw and final scores from the promotional exam administered for Lieutenant for the Fire Department on Friday, February 24, 2023. **This item supports SSC - Safe and Secure Community.** (HR)

E) Consideration and action, if any, approving and accepting the eligibility list from the promotional exam administered for Lieutenant for the Fire Department on Friday, February 24, 2023. **This item supports SSC - Safe and Secure Community.** (HR)

F) Consideration and action, if any, approving and accepting the raw and final scores from the promotional exam administered for Sergeant for the Police Department on Monday, February 27, 2023. **This item supports SSC - Safe and Secure Community.** (HR)

G) Consideration and action, if any, approving and accepting the eligibility list from the promotional exam administered for Sergeant for the Police Department on Monday, February 27, 2023. **This item supports SSC - Safe and Secure Community.** (HR)

H) Consideration and action on Fire Chief Rodriguez' request for fitness for duty evaluation of Lieutenant Rudy D Hernandez under the Texas Local Government Code Section 143.081. **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:*

AGENDA REGULAR MEETING
February 28, 2023

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 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 24th day of February 2023 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 24th day of February 2023




HILDA PEDRAZA, TRMC, CMC
CITY CLERK

CIVIL SERVICE COMMISSION MINUTES

The Civil Service Commission met in a Regular Called Meeting on Tuesday, January 31, 2023, 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
Vice-Chairperson, Mario Lizcano
Board Member, Vittorio Puente

STAFF PRESENT: Anali Alanis, Civil Service / Interim City Manager
Bea Fuentes, Civil Service / HR Coordinator
Juan F. Gonzalez, Acting Police Chief
Joel Robles, Assistant 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 9:00 a.m. Roll call established a quorum.

ITEM 2 PUBLIC TESTIMONY

There were no comments from the public.

ITEM 3 REGULAR AGENDA

(A) APPROVAL OF MINUTES FOR NOVEMBER 29, 2022.

Chairperson Rodriguez introduced the item.

Vice-Chairperson Lizcano **moved** to approve minutes as submitted. Board Member Puente 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 promotional exam administered for Sergeant for the Police Department on Friday, January 20, 2023.

Chairperson Rodriguez introduced the item.

Vice-Chairperson Lizcano **moved** to proceed with the recommendation. Board Member Puente 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 promotional exam administered for Sergeant for the Police Department on Friday, January 20, 2023.**

Chairperson Rodriguez introduced the item.

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

- (D) **Consideration and action, if any, approving and accepting the raw and final scores from the promotional exam administered for Lieutenant for the Police Department on Friday, January 20, 2023.**

Chairperson Rodriguez introduced the item.

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

- (E) **Consideration and action, if any, approving and accepting the eligibility list from the promotional exam administered for Lieutenant for the Police Department on Friday, January 20, 2023.**

Chairperson Rodriguez introduced the item.

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

ITEM 4 ADMINISTRATIVE REPORTS

Interim Police Chief Gonzalez advised the retirement of Lieutenant Ryan after 33 years. LT Ryan's retirement created a vacancy for promotion. Chief Gonzalez also announced the upcoming scheduled tests for Sergeant and Lieutenant to have eligibility lists should the vacancies arise. PD currently has 9 police officers in the training program and trainings will continue for the next 4 months. PD continues hiring off the current eligibility list.

Fire Chief Pilar Rodriguez announced the recent retirement of 3 Lieutenants and 1 Engineer. These vacancies will create promotional positions therefore exhausting current eligibility lists which will require

APPROVED: _____

future scheduling of exams to ensure active eligibility lists to promote eligible employees from.

Asst. Police Chief Robles shared PD's efforts to be innovative by investing in their own electronic Field Training platform which will replace much paperwork and provide easier and faster electronic reporting on their probationary officers.

Asst. Chief Robles invited the Commission to the 6th grade youth sports campaign football game scheduled for Monday, February 6, at 6:30pm.

ITEM 5 CIVIL SERVICE DIRECTORS' REPORTS

Interim City Manager Alanis confirmed the upcoming scheduled dates for the promotional tests for Fire and Police department.

Mrs. Alanis announced the upcoming Annual TXPELRA workshop in Sugarland, TX, Police, Fire and Human Resources will be representing and in attendance.

ITEM 6 CIVIL SERVICE COMMENTS

Vice-Chairperson Lizcano acknowledged and thanked all the First Responders and Law Enforcement Officers with their recent day of recognition publicly.

ITEM 7 CLOSED SESSION

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 9:14 am.

Chairperson Dolores Rodriguez

Vice-Chairperson Mario Lizcano

Board Member Vittorio Puente

APPROVED: _____



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.B.

DATE SUBMITTED: February 23, 2023

MEETING DATE: February 28, 2023

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, February 24, 2023. **This item supports SSC - Safe and Secure Community.**

Classification: Regular

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

Issue: N/A

Fiscal Consideration:

Staff Recommendation: Approval of scores as presented

Alternatives:

Exclude Material from Public Packet? No

Reason:

ROUTING:

Beatriz Fuentes

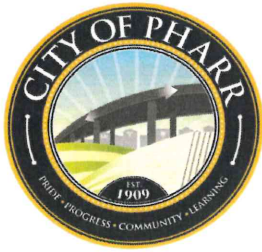
Anali Alanis

Patricia Rigney

Created/Initiated - 2/23/2023

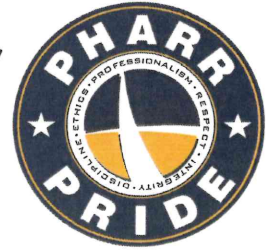
Approved - 2/24/2023

Final Approval - 2/24/2023



Pharr

Human Resources



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

Social Security Number

1. **5317**
2. **2621**
3. 1452
4. 0817
5. 4610
6. 4032
7. 3471

Raw

78
75
67
66
65
63
61

Final

88
85

This is a result of the promotional exam administered Friday, February 24, 2023, for the rank of Engineer / Fire Inspector in the fire department.



Analj Alanis, Interim City Manager/CS Director

POSTED: February 24, 2023



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.C.

DATE SUBMITTED: February 23, 2023

MEETING DATE: February 28, 2023

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, February 24, 2023. **This item supports SSC - Safe and Secure Community.**

Classification: Regular

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

Issue: N/A

Fiscal Consideration:

Staff Recommendation: Approval of eligibility list as presented

Alternatives:

Exclude Material from Public Packet? No

Reason:

ROUTING:

Beatriz Fuentes
Anali Alanis
Patricia Rigney

Created/Initiated - 2/23/2023
Approved - 2/24/2023
Final Approval - 2/24/2023



Pharr



**ELIGIBILITY LIST
PROMOTIONAL EXAM
FIRE DEPARTMENT
ENGINEER / FIRE INSPECTOR
FEBRUARY 24, 2023**

1. Paul Chacon
2. Moises Avellaneda

The eligibility list created for the rank of Engineer / Fire Inspector from the promotional exam held Friday, February 24, 2023, 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 FEB. 28, 2023.

Anali Alanis, Interim City Manager / Civil Service Director

Posted: Tuesday, February 28, 2023.



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.D.

DATE SUBMITTED: February 23, 2023

MEETING DATE: February 28, 2023

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 Lieutenant for the Fire Department on Friday, February 24, 2023. **This item supports SSC - Safe and Secure Community.**

Classification: Regular

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

Issue: N/A

Fiscal Consideration:

Staff Recommendation: Approval of scores as presented

Alternatives:

Exclude Material from Public Packet? No

Reason:

ROUTING:

Beatriz Fuentes

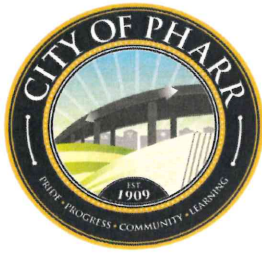
Anali Alanis

Patricia Rigney

Created/Initiated - 2/23/2023

Approved - 2/24/2023

Final Approval - 2/24/2023



Pharr

Human Resources



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

Social Security Number

1. 4177
2. 1362
3. 3026
4. 4593
5. 1552
6. 9162

Raw

75
69
65
65
63
61

Final

85

This is a result of the promotional exam administered Friday, February 24, 2023, for the rank of Lieutenant in the fire department.

Anali Alanis, Interim City Manager/CS Director

POSTED: February 24, 2023



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.E.

DATE SUBMITTED: February 23, 2023

MEETING DATE: February 28, 2023

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 Lieutenant for the Fire Department on Friday, February 24, 2023. **This item supports SSC - Safe and Secure Community.**

Classification: Regular

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

Issue: N/A

Fiscal Consideration:

Staff Recommendation: Approval of list as presented

Alternatives:

Exclude Material from Public Packet? No

Reason:

ROUTING:

Beatriz Fuentes

Anali Alanis

Patricia Rigney

Created/Initiated - 2/23/2023

Approved - 2/24/2023

Final Approval - 2/24/2023



Pharr



**ELIGIBILITY LIST PROMOTIONAL EXAM
FIRE DEPARTMENT LIEUTENANT
FEBRUARY 24, 2023**

1. Estanislao Contreras

The eligibility list created for the rank of Lieutenant from the promotional exam held Friday, February 24, 2023, 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 FEB. 28, 2023.

Anali Alanis, Interim City Manager / Civil Service Director

Posted: Tuesday, February 28, 2023.



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.F.

DATE SUBMITTED: February 23, 2023

MEETING DATE: February 28, 2023

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 Sergeant for the Police Department on Monday, February 27, 2023. **This item supports SSC - Safe and Secure Community.**

Classification: Regular

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

Issue: N/A

Fiscal Consideration:

Staff Recommendation: Approval of scores as presented (scores will be provided at meeting due to posting deadline)

Alternatives:

Exclude Material from Public Packet? No

Reason:

ROUTING:

Beatriz Fuentes

Anali Alanis

Patricia Rigney

Created/Initiated - 2/23/2023

Approved - 2/24/2023

Final Approval - 2/24/2023



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.G.

DATE SUBMITTED: February 23, 2023

MEETING DATE: February 28, 2023

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 Sergeant for the Police Department on Monday, February 27, 2023. **This item supports SSC - Safe and Secure Community.**

Classification: Regular

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

Issue: N/A

Fiscal Consideration:

Staff Recommendation: Approval of list as presented (eligibility list will be provided at meeting due to posting deadline)

Alternatives:

Exclude Material from Public Packet? No

Reason:

ROUTING:

Beatriz Fuentes

Anali Alanis

Patricia Rigney

Created/Initiated - 2/23/2023

Approved - 2/24/2023

Final Approval - 2/24/2023



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.H.

DATE SUBMITTED: February 23, 2023

MEETING DATE: February 28, 2023

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and action on Fire Chief Rodriguez' request for fitness for duty evaluation of Lieutenant Rudy D Hernandez under the Texas Local Government Code Section 143.081. **This item supports SSC - Safe and Secure Community.**

Classification: Regular

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

Issue: Request for fitness for duty evaluation

Fiscal Consideration:

Staff Recommendation: Approval of request for fitness for duty evaluation for Lieutenant Rudy D Hernandez under Texas Local Government Code Section 143.081.

Alternatives:

Exclude Material from Public Packet? No

Reason:

ROUTING:

Beatriz Fuentes

Anali Alanis

Patricia Rigney

Created/Initiated - 2/23/2023

Approved - 2/24/2023

Final Approval - 2/24/2023