



**AGENDA**  
**WATAUGA CIVIL SERVICE COMMISSION MEETING**  
**REGULAR MEETING**  
**7105 WHITLEY ROAD, WATAUGA, TEXAS 76148**  
**TUESDAY, JANUARY 30, 2024**  
**6:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**ANNOUNCEMENTS**

**PUBLIC TESTIMONY FOR ACTION ITEMS** Only those persons who submit a completed Request to Speak form prior to the agenda item being introduced by the Chair will be allowed to speak on agenda items set for action (this doesn't include presentations or reports). The Chair shall ask each person requesting to speak to approach the podium when called to speak. Speakers' time shall generally not exceed three (3) minutes in their comments and all comments must be germane to the specific agenda item being discussed; however, the Chair may extend or reduce the speaker's allotted time. Speakers shall not be permitted to donate their time to other speakers. Commission members may ask questions or discuss the item directly with the citizen during the citizen's testimony if necessary. Any discussion between a Commission member and the citizen will not count towards the time limit and Commission members are encouraged not to speak until the citizen has first utilized their allocated time.

**REPORTS FROM STAFF**

**ACTION ITEMS**

1. Discuss and consider approval of the minutes for the Civil Service Commission Meeting held on November 28, 2023.
2. Discuss and Consider action on electing a Civil Service Commission Chairman and Vice Chairman as required by Local Government Code Chapter 143, Section 143.006 €.
3. Discuss and Consider action to approve and Certify the Watauga Fire Department Fire Lieutenant Promotional Eligibility List created on November 28, 2023.
4. Discuss and Consider action to approve and Certify the Watauga Fire Department Driver/Engineer Promotional Eligibility List created on December 14, 2023.

5. Discuss and Consider action to approve and Certify the Watauga Police Department Police Lieutenant Promotional Eligibility List created on January 25, 2024.
6. Discuss and Consider action to approve and Certify the Watauga Police Department Entrance Exam Eligibility List created on January 19, 2024.

## **ADJOURNMENT**

### **Meeting Notices and Reservation of Rights**

The Civil Service Commission may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code if the requisite information is otherwise posted; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code (as applicable) when determined necessary by the [City Council/Board/Commission/Committee] to address a subject matter on the agenda. Action, if any, will be taken in open session.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city council, boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the city council, boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that city council, body, board, commission or committee subject to the Texas Open Meetings Act.

### **NOTICE**

THIS FACILITY 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 SECRETARY'S OFFICE AT (817) 514-5825, (817) 514-5812 OR FAX (817) 281-1991 FOR FURTHER INFORMATION.

I, Linda Proskey, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on January 26, 2024, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/S/ Linda Proskey  
City Secretary



**MINUTES**  
**WATAUGA CIVIL SERVICE COMMISSION MEETING**  
**TUESDAY, NOVEMBER 28, 2023**  
**CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD**  
**6:00 PM**

**CALL TO ORDER**

The Civil Service Commission Meeting of the City of Watauga of the City of Watauga, Texas was called to order at 6:00 pm by Brian Downey.

**ROLL CALL**

Brian Downey – Member Place 1  
TJ Crabill – Member Place 2  
Renni Burt – Member Place 3  
And  
Juliet Rodriguez – HR/Civil Service Director  
Robert Parker – Police Chief

**ANNOUNCEMENT**

**Julie Rodriguez – HR/Civil Service Director** – We would like to announce that the Watauga Police Department has scheduled a promotional exam for the position of Police Lieutenant. We have a written exam scheduled for Thursday, January 4th, 2024, and the assessment center scheduled for Thursday, January 25th, 2024.

**PUBLIC COMMENT**

None

**PUBLIC TESTIMONY FOR ACTION ITEMS**

None

**ACTION ITEMS**

1. Discuss and consider action to approve and certify the Watauga Police Department Entrance Exam Eligibility List created on October 26, 2023.

**Julie Rodriguez**, - On Thursday, October 26, 2023, we held a Police Officer entry exam. We had 29 candidates show up to the test and had 24 pass the test. We respectfully request the commission to approve and certify the eligibility list.

Place 2 Crabill made a motion to approve and certify the Watauga Police Department Entrance Exam Eligibility List and the motion was seconded by Place 3 Burt.

AYES: Downey, Crabill, Burt  
NAY: None  
ABSTAIN: None

2. Discuss and consider action to approve and certify the Watauga Fire Department Battalion Chief Eligibility List created on November 14, 2023.

**Julie Rodriguez**, - The written exam for the Fire Department's Battalion Chief position was held on Monday, October 30, 2023, and an assessment center was held on Tuesday, November 14, 2023. 2 candidates tested for the position and 2 candidates made it to the eligibility list.

Place 2 Crabill made a motion to approve and certify the Watauga Fire Department Battalion Chief Eligibility List and the motion was seconded by Place 2 Burt.

AYES: Downey, Crabill, Burt  
NAY: None  
ABSTAIN: None

3. Discuss and consider approval of the minutes of the Civil Service Commission meeting held on August 29, 2023.

Place 1 Downey made a motion to approve and certify the minutes from the Civil Service Commission meeting on 11/28/2023 and the motion was seconded by Place 2 Crabill.

AYES: Downey, Crabill, Burt  
NAY: None  
ABSTAIN: None

## ITEMS FOR FUTURE AGENDAS

**Julie Rodriguez**, - Today we held the Assessment Center for our Fire Lieutenant, in the near future we will be scheduling a Civil Service Commission to certify that eligibility list.

Additionally, as mentioned at the previous meeting we will be having the Assessment Center for the Fire Department Driver/Engineer on December 12th and that eligibility list will also be on an upcoming future agenda.

## ADJOURNMENT

With no further business to discuss, Chairman Downey adjourned the meeting at 6:05 pm.

**APPROVED:** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**SIGNED:** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Juliet Rodriguez,  
HR/Civil Service Director

\_\_\_\_\_  
Chairman Brian Downey

**NOTE:** Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office.



# FIRE LIEUTENANT PROMOTIONAL EXAMINATION ELIGIBILITY LIST

**Written Examination**

**Date:** Wednesday, November 1, 2023

**Assessment Center**

**Date:** Tuesday, November 28, 2023

**Location:** Watauga Fire Department Training Room, 5909 Hightower Drive, Watauga, TX 76148

In accordance with the Meet and Confer Agreement between the City of Watauga, Texas, and the Watauga Firefighters' Association, below are the results of a promotional written examination for the position of Fire Lieutenant administered on November 1, 2023, and Assessment Center administered on November 28, 2023.

Rank	Candidate Identifier	Written Exam Score	Total Points for Written Exam (60%)	Assessment Center Score	Total Points for Assessment Center (40%)	Seniority Points	Total
1	7550	83.00	49.80	82.83	33.13	7	89.93
2	1453	76.00	45.60	62.67	25.07	10	80.67

Juliet Rodriguez  
HR/Civil Service Director  
City of Watauga

Certified and posted on January 30, 2024  
Expires on November 1, 2024



## DRIVER/ENGINEER PROMOTIONAL EXAMINATION ELIGIBILITY LIST

**Written Examination**

**Date:** Friday, November 3, 2023

**Assessment Center**

**Date:** Thursday, December 14, 2023

**Location:** Tarrant County College Fire Service Training Center located at 4801 Marine Creek Parkway, Fort Worth, Texas 76179

In accordance with the Meet and Confer Agreement between the City of Watauga, Texas, and the Watauga Firefighters' Association, below are the results of a promotional written examination for the position of Fire Lieutenant administered on November 3, 2023, and Assessment Center administered on December 14, 2023.

Rank	Candidate Identifier	Written Exam Score	Total Points for Written Exam (60%)	Assessment Center Score	Total Points for Assessment Center (40%)	Seniority Points	Total
1	9817	76.67	46.00	91.38	36.55	10	92.55
2	5907	75.00	45.00	88.13	35.25	3	83.25
3	5543	73.33	44.00	65.63	26.25	3	73.25



Juliet Rodriguez  
HR/Civil Service Director  
City of Watauga

Certified and posted on January 30, 2024  
Expires on November 3, 2024



# POLICE LIEUTENANT PROMOTIONAL ELIGIBILITY LIST

**Written Examination**

**Date:** Thursday, January 4, 2024


**Assessment Center**

**Date:** Thursday, January 25, 2024

**Location:** Watauga Police Department Training Room, 7101 Whitley Road, Watauga, TX 76148

In accordance with the Watauga Police Department's Alternate Promotion System listed in the City of Watauga Firefighters' and Police Officers' Civil Service Rules and Regulations, below are the results of a promotional written examination for the position of Police Lieutenant administered on January 4, 2024, and Assessment Center administered on January 25, 2024.

Rank	Candidate Identifier	Written Exam Score	Total Points for Written Exam (50%)	Assessment Center Score	Total Points for Assessment Center (50%)	Seniority Points	TCOLE Points	Total
1	7822	93.00	46.50	83.97	41.99	10	6	104.49
2	5293	89.00	44.50	71.30	35.65	10	6	96.15
3	5403	78.00	39.00	79.63	39.82	10	6	94.82



Juliet Rodriguez  
Human Resources & Civil Service Director  
City of Watauga  
Certified and posted on January 30, 2024  
Expires on January 4, 2025



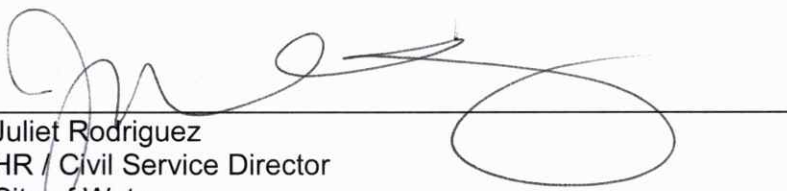
# POLICE DEPARTMENT CERTIFIED ELIGIBILITY LIST

**Exam Date:**  
**Exam Location:**

Friday, January 19<sup>th</sup>, 2024  
Hector F. Garcia Community Center  
7901 Indian Springs Road, Watauga, TX 76148

Rank	Card ID#	Military Points	VO2	Exam Score	Total Score
1	131		95.70%	88	88
2	152		83.59%	85	85
3	146	5	78.09%	77	82
4	148		76.43%	82	82
5	154		65.77%	82	82
6	144		107.00%	80	80
7	139		47.04%	80	80
8	156		58.54%	76	76
9	149		54.45%	75	75
10	145		41.66%	75	75
11	153		67.41%	73	73
12	133		65.67%	72	72
13	151		58.57%	72	72
14	141		63.98%	71	71
15	137		58.60%	71	71

An examination for the position of Police Officer was administered on Friday, January 19<sup>th</sup>, 2024. The following eligibility list was created as a result of the examination. This list shall be in effect for 12 months from this date unless exhausted earlier.

  
Juliet Rodriguez  
HR / Civil Service Director  
City of Watauga  
Certified and Posted on 1/30/2024  
Expires on 1/19/2025