

**Government Body: Civil Service Commission**

**Date: Friday, January 14, 2011**

**Time: 1:00 p.m.**

**Place of Meeting: City Hall – Conference Room A**

**Present: Chairperson Dan White, Commission Member Betty Takes**

**Absent: Commission Member Jim Schilling**

**Others Present: Personnel Manager Randy Peck, Police Chief Mark Dalsing, Fire Chief Dan Brown, Workforce Development Specialist Andre Lessears**

**1. Approve Minutes of December 6, 2010**

Motion by Takes to approve the minutes of the December 6, 2010 meeting as submitted. Seconded by White. Motion carried 2-0.

**2. Request to Schedule Entrance Examination for the Position of Police Officer**

Personnel Manager Randy Peck explained the recruitment and certification process being recommended for the position of Police Officer and suggested an application deadline of 5:00 p.m. on February 15, 2011 with the written test being administered on March 12, 2011 at 9:00 a.m. followed by the agility test. Police Chief Mark Dalsing and Workforce Development Specialist Andre Lessears explained the Police Recruitment Pilot Plan which would be tested this year and, if approved, implemented for the 2013 recruitment. Takes moved to approve the recommendation; seconded by White. Motion carried 2-0. Commission also stated that remote testing sites should not be utilized.

**3. Request to Schedule Entrance Examination for the Position of Scale Operator**

Takes moved to schedule the entrance examination for the position of Scale Operator at 6:00 p.m. on Tuesday, February 22, 2011 with an application deadline of 5:00 p.m. on February 4, 2011. Seconded by White. Motion carried 2-0.

**4. Request to Schedule Promotional Examination for the Position of Medical Officer**

Motion by Takes to schedule the promotional examination for the position of Medical Officer for February 23, 2011 at 6:00 p.m. at the Fire Training Center and that the application deadline be 12:00 noon on January 28, 2011. Seconded by White. Motion carried 2-0.

There being no further business, upon motion the meeting adjourned at 1:31 p.m.

Approved at meeting of: \_\_\_\_\_

Civil Service Commission