

Minutes

Government Body: CIVIL SERVICE COMMISSION
Date: Wednesday, July 6, 2011
Time: 9:30 a.m.
Place of Meeting: City Hall, Conference Room A, 50 W. 13th Street.

Present: Dan White, Commission Members Jim Schilling and Betty Takes

Others Present: Bob Fritsch, Mark Murphy, Randy Peck, Terry Tobin, Marie Ware

1. Approve Minutes of June 1, 2011

Motion by Takes to approve. Second by Schilling. Motion carried 3-0

2. Amend Certified List for Parking System Technician (April 20, 2011 Exam)

Motion by Schilling to amend the list to include Daniel Schumacher. Seconded by Takes. Motion carried 3-0. The list retains the same certification date.

3. 2011 Police Entrance Examination Hiring List Recommendation

Motion by Schilling to certify the list as submitted and make it valid for nine (9) months. Seconded by Takes. Motion carried 3-0. Tobin clarified the count of 30 with 2 pending passing the agility test.

4. Establish Passing Point for the Position of Sanitation Driver (May 20, 2011 Exam)

Motion by Takes to establish the passing point at 74 (74%) and above correct answers and certify the list for 2 years. Seconded by Schilling. Motion carried 3-0.

5. Establish Passing Point for the Position of Lead Public Dispatcher (June 21, 2011 Exam)

Motion by Takes to establish the passing point at 71 (71%) and above correct answers and certify the list for 2 years. Seconded by Schilling. Motion carried 3-0.

6. Establish Passing Point for the Position of Mechanic (June 28, 2011 Exam)

Motion by Takes to establish the passing point at 70 (70%) and above correct answers and certify the list for 2 years. Seconded by Schilling. Motion carried 3-0.

7. Schedule Test Date for Entrance Examination for the Position of Natural Resources and Sustainable Practices Specialist

Motion by Takes to approve the examination rules as recommended by the Personnel Manager. Seconded by Schilling. Motion carried 3-0.

Motion by White to approve the recommendation of the Personnel Director to allow him flexibility in providing the application deadline and date for this take-home test at a future date. Seconded by Schilling. Motion carried 3-0.

8. Schedule Test Date for Entrance Examination for the Position of Assistant Horticulturist

Motion by White to approve the examination rules as recommended by the Personnel Manager and set the application deadline for July 29 at 5:00 p.m. with a test date of August 16, 2011. Seconded by Schilling. Motion carried 3-0.

9. Schedule Test Date for Promotional Examination for the Position of Equipment Operator II

Motion by Takes to approve the examination rules as recommended by the Personnel Manager and set the application deadline for August 3 at 5:00 p.m. with a test date of August 22, 2011. Seconded by Schilling. Motion carried 3-0.

10. Schedule Test Date for Promotional Examination for the Position of Landfill Equipment Operator

Motion by Schilling to approve the examination rules as recommended by the Personnel Manager and set the application deadline for July 22 at 5:00 p.m. with a test date of August 10, 2011. Seconded by White. Motion carried 3-0.

Takes requested a copy of any documentation the Personnel Director has regarding general expectations of City employees. Peck will provide information following the meeting.

There being no further business, motion by White. Seconded by Schilling. Motion carried 3-0. The Commission adjourned at 10:27 a.m.

Civil Service Commission

Approved at meeting of: _____. Submitted by Kevin S. Firnstahl, Acting City Clerk