

**CIVIL SERVICE COMMISSION
MINUTES**

Government Body: CIVIL SERVICE COMMISSION

Date: February 2, 2012

Time: 9:00 AM

Place of Meeting: City Hall – Conference Room B, 50 W. 13th Street

Present: Chairperson Dan White, Commissioner Betty Takes

o

Others Present: Randy Peck, Dan Brown, Mark Dalsing, Todd Shoemaker, Bob Rutherford, Jodi Johnson.

1. Approve Minutes of December 12, 2011 Meeting

Motion by Takes to approve the December 12, 2012 minutes as submitted. Seconded by White. Motion carried 2-0.

2. Amend List for Landfill Equipment Operator as Certified on September 8, 2011.

Motion by Takes to amend the list a re-submitted with a re-certification date of February 2, 2012. Seconded by White. Motion carried 2-0.

3. Request to Schedule an Entrance Examination for the Position of Bus Operator

Motion by Takes to set an application dead line of 5:00 p.m. on February 16, 2012 and a test date of February 28 at 6:00 p.m. Seconded by White. Motion carried 2-0. Commissioner Takes will proctor the test.

4. Request to Schedule Fire Department Promotional Examinations for the Positions of Assistant Chief, Captain, Lieutenant, Assistant Fire Marshal, EMS Supervisor, and Fire Equipment Operator

Motion by White to set the application deadline for February 10 at 5:00 p.m., a test dates of March 6, 7, and 8, 2012, approve the test rules as submitted and approve McCann and Associates as the testing vendor. Seconded by Takes. Chief Brown stated that they will determine a schedule for the different test when registration is completed. Motion carried 2-0.

5. Request to Schedule a Recruitment Examination for the Position of Police Officer

Motion by White to set a test date for April 14, 2012 and a Civil Service Commission meeting for 9:30 a.m. on February 15 to review the recruitment details. Seconded by Takes. Motion carried 2-0.

6. Establish Passing Score for the Position of Infiltration/Inflow Inspector (January 11, 2012 exam)

Motion by Takes to set the passing score and 67 and above correct answers and certify the list for two years. Seconded by White. Motion carried 2-0.

**7. Establish Passing Score for the Position of Transit Dispatcher/Scheduler
(January 18, 2012 exam)**

Motion by Takes to set the passing score at 48 and above correct answers and certify the list for two years. Seconded by White. Motion carried 2-0.

Motion by White to adjourn at 9:35 a.m. Seconded by Takes. Motion carried 2-0.

Civil Service Commission

Approved at the meeting of 2/15/12
Submitted by Kevin S. Firnstahl, City Clerk