

MINUTES

Government Body: CIVIL SERVICE COMMISSION

Date: March 15, 2012

Time: 11:00 AM

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

Present: Dan White, Betty Takes

Others present: Randy Peck, John Klostersmann, Barbara Morck, Trish Gleason

1. Approval of minutes from meeting of February 15, 2012

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

2. Request to schedule an entrance examination for the position Public Safety Dispatcher

Motion by White to set the application deadline for April 13 at 5:00 p.m. with the examination on April 24 at 6:00 p.m. Seconded by Takes. White will proctor. Motion carried 2-0.

3. Request to schedule an entrance examination for the position of Natural resources and sustainable Practices Specialist

Motion by Takes to set the application deadline for April 20 at 5:00 p. m. with the examination on May 2 at 6:00 p. m. Takes will proctor. Peck explained that Leisure Services Manager Marie Ware changed to the test from a take-home to a multiple choice administered examination. Motion carried 2-0.

4. Request to schedule an entrance examination for the position of Plant Operator at the Water and Resource Recovery Center

Motion by Takes to set the application deadline for May 18 at 5:00 p.m. with the examination on May 29 at 6:00 p.m. Schilling will proctor. Motion carried 2-0.

5. Request to schedule an entrance examination for the position of Truck Driver

Motion by White to set the application deadline for April 27 at 5:00 p.m. with the examination on May 8 at 6:00 p.m. Takes will proctor. Motion carried 2-0.

6. Establish the passing point for the position of Bus Operator (February 28, 2012 exam date)

Motion by White to establish the passing point for the position of Bus Operator at 52 and above correct answers and that the list be certified for two years from this date. Seconded by Takes. Motion carried 2-0.

Adjournment: Motion by White to adjourn at 11:14 a.m. Seconded by Takes. Motion carried 2-0.

Civil Service Commission

Approved at the meeting _____
Submitted by Kevin S. Firnstahl, City Clerk