

MINUTES

Government Body: CIVIL SERVICE COMMISSION

Date: February 13, 2013

Time: 3:00 PM

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

Present: Dan White, Betty Takes, Ken TeKippe, Jean Nachtman, Gus Psihoyos, Doug Brehm, Wayne Strohmeyer, Kevin Saylor

1. **Approval of Minutes from meeting of January 14, 2013.**
Motion by Takes. Seconded by White. Motion carried 2-0.
2. **Request to schedule an examination date and approve the recruitment process for the position of Police Officer.**
Motion by Takes to set the application deadline for March 11 at 5:00 p.m. with a test date of April 6, 2013 as recommended. Seconded by White. Motion carried 2-0.
3. **Request to schedule an Entrance Examination for the position of Account Clerk I.**
Motion by Takes to set the application deadline for March 8, 2013 at 5:00 p.m. with a test date of March 20, 2013 as recommended. Seconded by White. Motion carried 2-0.
4. **Request to schedule an Entrance Examination for the position of Land Surveyor.**
Motion by Takes to set the deadline to request a take-home test at March 1, 2013 with a submission date of March 19, 2013 postmarked at midnight as recommended. Seconded by White. Motion carried 2-0.
5. **Request to schedule an Entrance Examination for the position of Golf Course Technician.**
Motion by Takes to set the application deadline for March 1, 2013 with a test date for March 13, 2013 as recommended. Seconded by White. Motion carried 2-0.
6. **Set the passing score and certify the list for the position of Traffic Engineer (Take-home exam January 23, 2013)**
Motion by Takes to set the passing score for Traffic Engineer at 73 and above correct answers (73%) and certify the list for two years. Seconded by White. Motion carried 2-0.
7. **Set the passing score and certify the list for the position of Purchasing Coordinator (Exam date January 15, 2013).**
Motion by Takes to set the passing score for Purchasing Coordinator at 64 and above correct answers (69.6%) and certify the list for two years. Seconded by White. Motion carried 2-0.

8. **Adjournment.** Motion by Takes, seconded by White to adjourn at 3:36 p.m. Motion carried 2-0.

Civil Service Commission

Submitted by Kevin S. Firnstahl, CMC, City Clerk