

MINUTES

Government Body: CIVIL SERVICE COMMISSION

Date: March 20, 2013

Time: 2:15 PM

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

Present: Dan White, Betty Takes, Randy Peck, Laura Carstens, Kyle Kritz

1. Approval of Minutes from meeting of February 13, 2013.

Motion by Takes and seconded by White. Motion carried 2-0.

2. Request to schedule an Entrance Examination for the position of Planning Technician.

Motion by Takes and seconded by White to set a deadline to request applications and take-home tests before April 5, 2013 at 5:00 p.m. with a submission deadline of midnight on April 26, 2013. Motion carried 2-0.

3. Request to schedule an Entrance Examination for the position Zoning Enforcement Officer.

Motion by Takes and seconded by White to allow the Personnel Manager to set the deadlines accordingly when the documents are finalize. Motion carried 2-0.

4. Set the passing score and certify the list for the position Golf Course Technician (Exam date March 13)

Motion by Takes and seconded by White to set the passing point at 59 and above correct answers (59%) and that the list be certified for two years. Motion carried 2-0.

5. Adjournment

Motion by Takes and seconded by White to adjourn at 2:30 p.m. Motion carried 2-0.

Civil Service Commission

Submitted by Kevin S. Firnstahl, CMC, City Clerk