

MINUTES

Government Body: CIVIL SERVICE COMMISSION

Date: November 12, 2013

Time: 11:00 AM

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

Present: Commissioners White, Takes, Schilling

Also present: Troy Kress, Dan Kroger, Randy Peck

1. Approval of Minutes from meeting of October 21, 2013: Motion by Takes. Second by White. Motion carried 3-0.
2. Set the date for an entrance examination for the position of Recreation Program Supervisor: Motion by Schilling stating that the previous list is hereby exhausted and authorizing Personnel Manager Randy Peck to set deadlines for requesting and submitting a new take-home exam pending revision of the exam. Seconded by Takes. Takes questioned the certification of a list based on low test scores. Peck stated that it is to create the largest applicant pool possible and Civil Service law prohibits more than 40 candidates plus tie scores. Motion carried 3-0.
3. Establish the passing score for the position of Traffic Engineer (take-home exam, October 24, 2013): Motion by Takes to approve a score of 62 and above correct answers and that the list be certified for two years. Seconded by Schilling. Takes questioned the recommendation of the score of 57. Kress stated that the selection process is heavy on experience. Motion carried 3-0.
4. Establish the passing score for the position of Scale Operator (test date October 10, 2013): Motion by Schilling to set the passing score at 69 and above correct answers (69%) and that the list be certified for two years. Seconded by White. Motion carried 3-0.
5. Establish the passing score for the position Firefighter (test date October 12, 2013): Motion by Takes to set the passing score at 75% and that the list is certified for two years. Seconded by Schilling. Motion carried 3-0.

Adjournment: Motion by Takes to adjourn at 11:35 a.m. (Schilling having left the meeting at 11:28 a.m.). Seconded by White. Motion carried 2-0.

Civil Service Commission

Submitted by Kevin S. Firnstahl, CMC, City Clerk