

MINUTES

Government Body: CIVIL SERVICE COMMISSION
Date: April 8, 2015
Time: 2:30 PM
Place of Meeting: City Hall – Conference Room A, 50 W. 13th Street

Present: Commissioners Betty Takes, Mary Lynn Neuhaus
Also present: Randy Peck, Laura Carstens

1. Approval of Minutes from meeting of March 6, 2015. Motion by Takes, Second by Neuhaus to approve as submitted. Motion carried 2-0.
2. Schedule an entrance examination for the position of Transit Operations Supervisor. This will be a “take-home” style exam. Motion by Takes, Second by Neuhaus authorizing Personnel Director Randy Peck to set the date for submission of applications and the exam deadline date. Motion carried 2-0.
3. Schedule an entrance examination for the position of Confidential Account Clerk. Motion by Neuhaus to set as recommended. Second by Takes. Testing will take place May 6, 2015 with an application deadline of April 24, 2015 at 5 p.m. Commissioner Neuhaus to proctor. Motion carried 2-0.
4. Schedule an entrance examination for the position of Planning Technician. This will be a “take-home” style exam. Motion by Neuhaus, Second by Takes authorizing Personnel Director Randy Peck to set the date for submission of applications and the exam deadline date. Motion carried 2-0.
5. Motion by Neuhaus, Second by Takes to adjourn at 2:43 p.m. Motion carried 2-0.

Civil Service Commission

Submitted by Pam McCarron, Permit Clerk