

MINUTES

Government Body: CITY OF DUBUQUE CIVIL SERVICE COMMISSION
Date: October 25, 2016
Time: 4:00 PM
Place of Meeting: City Hall, Conference Room A, 50 W 13th St.

Present: Commissioners Dan White and Mary Lynn Neuhaus

Also present: Randy Peck, Brant Schueller, Jean Nachtman, Candace Eudaley, Steve Fehsal, Jodi Johnson

1. Approval of minutes from the September 26, 2016 meeting. Motion by Neuhaus to approve as submitted. Second by White. Motion carried 2-0.
2. Recertify the list for the position of Utility Worker. Motion by White to recertify the list to include eligible employees. Second by Neuhaus. Motion carried 2-0.
3. Schedule an entrance examination for the position of Water Meter Repairworker I. Motion by White to set the application deadline for November 14, 2016 at 5 p.m. with an examination date of November 28, 2016. Commissioner Neuhaus to proctor. Motion carried 2-0.
4. Schedule an entrance examination for the position of Bus Operator. Motion by Neuhaus to set the application deadline for November 29, 2016 at 5 p.m. with an examination date of December 14, 2016. Commissioner White to proctor. Motion carried 2-0.
5. Schedule an entrance examination for the position of Account Clerk I. Motion by White to set the application deadline for November 21, 2016 with an examination date of December 6, 2016. Commissioner Neuhaus to proctor. Motion carried 2-0.
6. Schedule an entrance examination for the position of Urban Forester. Motion by White to set the exam request deadline for November 14, 2016 at 5 p.m. with an exam return deadline of November 30, 2016. Second by Neuhaus. This will be a "take home" style exam. Motion carried 2-0.
7. Adjournment. Motion by White to adjourn at 4:16 p.m. Second by Neuhaus. Motion carried 2-0.

Civil Service Commission

Submitted by Pam McCarron, Permit Clerk