

CIVIL SERVICE BOARD
AGENDA
Nichols Room
Wednesday, March 19, 2014
6:00 pm

1. Attendance.
2. Minutes: Approval of February 19, 2014 minutes.
3. New Business:
 - Request to advertise and recruit for Maintainer II positions in Public Works Department.
 - Any other business that might come before this Board.
4. General Public: Comments and Questions.

CIVIL SERVICE BOARD
MINUTES
FEBRUARY 19, 2014

Present: Tom Whelan
Anna Maresca
Barbara Skibiski
Gail Jarvis

Also present: Mary Ann Meier, Personnel Manager.

Meeting was called to order at 7:35 p.m. by Co-chairman Tom Whelan

Minutes of September 10, 2013 were approved as presented (4-0).

The Eligibility List for Administrative Assistant in the P&Z, Public Works and Counseling Center was approved as presented.

Motion made by Tom Whelan; seconded by Anna Maresca, to advertise, recruit and test for the Board of Education positions of Maintenance Mechanic Assistant and Utility Maintenance Lead man I. One written exam will be given for the position of Maintenance Mechanic Assistant and Utility Maintenance Lead Man I, and two eligibility lists will be created. The weights for the positions will be 80% written and 20% for experience and training. VOTE: Motion carried 4-0 unanimously.

Motion made by Tom Whelan; seconded by Anna Maresca, to advertise, recruit and test for the Board of Education position of Custodian, Wage Grade IV. A written exam will be administered for the position with the weights of 80% written and 20% for experience and training. VOTE: Motion carried 4-0 unanimously.

Motion made by Tom Whelan; seconded by Anna Maresca, to advertise, recruit and test for the position of Purchasing Agent. An oral examination will be administered with testing weights of 90 oral/10 experience and training. VOTE: Motion CARRIED unanimously.

Any Other Business... Election of 2014 Chairman - Barbara Skibiski nominated Tom Whelan as chairman for 2014; seconded by Anna Maresca. VOTE: Motion CARRIED unanimously.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Mary Ann Meier