

CIVIL SERVICE BOARD  
**MINUTES**  
SEPTEMBER 10, 2013

Present: Nick Macol  
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 Nick Macol

Minutes of June 12, 2013 were approved as presented.

Motion made by Barbara Skibiski; seconded by Anna Maresca to advertise, recruit and test for the positions of Administrative Assistant at the Counseling Center, Administrative Assistant position in Public Works, and Administrative Assistant position in Planning & Zoning. One written test will be given for all three positions and three eligibility lists will be created, as per past practice. The weights will be 80% written and 20% for experience and training.

VOTE: Motion carried 4-0 unanimously.

Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Mary Ann Meier