

CIVIL SERVICE BOARD
MINUTES
APRIL 13, 2011

Present: Nick Macol
Ann Langley
Matt Broder

Also present: Mary Ann Meier, Personnel Manager

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

Minutes of February 9, 2011 were unanimously approved as presented.

Item#3-Review of potential disqualified applications for the position of Administrative Assistant in Engineer Department.

Motion was made by Matt Broder, seconded by Nick Macol to accept Boards determination as to specific applicant's qualifications and/or disqualifications. VOTE: Motion carried unanimously 3-0.

Item #4 tabled.

Item#6 Any other business that might come before this Board.

Request to advertise, recruit and test for Technology Coordinator, pending council approval for funding of this position. Motion was made by Matt Broder, seconded by Nick Macol to advertise, recruit and test for the position of Technology Coordinator. An oral examination and writing prompt will be administered with weights of 70% and 30% for experience & training. The top 20% of applicants will be tested, but not less than 8 candidates. VOTE: Motion carried unanimously 3-0.

Request to advertise, recruit and test for Director of Maintenance and Construction, pending council approval for funding of this position. Motion was made by Matt Broder, seconded by Nick Macol to advertise, recruit and test for the position of Director of Maintenance and Construction. An oral examination and writing prompt will be administered with weights of 70% and 30% for experience & training. The top 20% of applicants will be tested, but not less than 8 candidates. VOTE: Motion carried unanimously 3-0.

Request to advertise, recruit and test for Recycling Coordinator, pending council approval for funding of this position. Motion was made by Matt Broder, seconded by Nick Macol to advertise, recruit and test for the position of Recycling Coordinator. An oral examination and writing prompt will be administered with weights of 70% and 30% for experience & training. The top 20% of applicants will be tested, but not less than 8 candidates. VOTE: Motion carried unanimously 3-0.

Request to advertise, recruit and test for Civil Engineer, pending council approval for funding of this position. Motion was made by Matt Broder, seconded by Nick Macol to advertise, recruit and test for the position of Civil Engineer. A written/oral examination will be administered with weights of 70% and 30% for experience & training. The top 20% of applicants will be tested, but not less than 8 candidates. VOTE: Motion carried unanimously 3-0.

Ann Langley moved to adjourn; seconded by Matt Broder. Motion carried unanimously.

Meeting adjourned at 8:45 p.m.

Respectfully submitted,

Mary Ann Meier