

CIVIL SERVICE BOARD

MINUTES

AUGUST 17, 2011

Present: Nick Macol
Matt Broder
Evelyn Zamarly
Tom Whelan

Also present: Mary Ann Meier, Personnel Manager

Meeting was called to order at 6:00 p.m. by Co-chairman Tom Whelan.

Minutes of May 11, 2011 were unanimously approved as presented.

Item #3-Motion made by Matt Broder, seconded by Tom Whelan to approve Eligibility List for Director of Technology, Civil Engineer and Maintainer III. Eligibility list approved as presented, however, the Civil Service Board agreed that because of the rule of 5 and that all three lists had less than 5 candidates, Mary Ann Meier could re-advertise for the positions at the discretion of the appointing authority. VOTE: Motion carried unanimously 4-0.

Public Works-advertise, recruit and test for Motor Equipment Repairman. Motion made (Matt Broder); seconded (Tom Whelan) to fill the vacancy for the position with a written exam weighted at 80% and 20% for experience and training. VOTE: Motion carried unanimously 4-0.

Technology-advertise, recruit and test for Database/Security Administrator. Motion made (Tom Whelan); seconded (Matt Broder) to fill the vacancy for the position with an oral examination weighted at 80% and 20% for experience and training. VOTE: Motion carried unanimously 4-0.

Discussion regarding applicant who wanted to submit a copy of their CDL after the closing date. Board ruled that it was not considered an alteration to the application, but considered a supplement to the application. Motion made by Matt Broder; seconded by Tom Whelan to accept copy of CDL. VOTE: Motion carried unanimously 4-0.

Item #6- Amending Civil Service Rules. Discussion to create a subcommittee to make changes to the Civil Service Rules. Mary Ann Meier and Matt Broder to become part of a subcommittee.

In the months to follow, the Civil Service Board will continue to review and update Civil Service Rules accordingly.

Evelyn Zamarly moved to adjourn; seconded by Nick Macol. Motion carried unanimously.

Meeting adjourned at 6:50 p.m.

Respectfully submitted,

Mary Ann Meier