



James L. Lowrance, Mayor
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**Civil Service Commission
March 27, 2018
Minutes**

Commissioners Mary Stevens, Chair
Present: Nancy Harris, Commissioner
Paul Peglow, Commissioner
Absent: Gregg Davison, Ex officio member

Other Staff Present: Diana Steiner, Finance Director
Mike Hanken, Police Captain

The Civil Service Commission met on March 27, 2018 in the City Council Chambers at the City Carnegie Building located at 10 W State St, according to posted notices.

Stevens called the meeting to order at 12:00 PM.

Item #1 – February 21, 2018 minutes

Peglow moved to approve the minutes for February 21, 2018, second by Harris. Motion approved 3-0.

Item #2 – Accounting Clerk II – New Hire List

Eighteen candidates applied for the Accounting Clerk II position. The process was carried out by rating applications; from there ten applicants were invited to a written test and oral interview. Two declined the participant. A list of the top four was presented to the Commission for approval. Stevens moved to approve the new hire list, second by Harris. Motion carried 3-0.

Item #3 – Police Officer - Testing Process

With the current list being exhausted and possible vacancies – Hanken requested approval of the testing process for Police Officers. This is the same process as in the past. Applications will be accepted for approximately one month. The physical test will administered on May 12th and those passing the physical will take the POST test. Those with a passing POST score will be invited to interview. A ranked list will be brought back to the Commission for approval.

The Commission meeting adjourned at 12:15PM.

Respectfully submitted,

Jill Petermeier, HR Director

City Council
Leon Lamer, Bill Martin, Gabe Isom, Al Hoop,
Sue Cahill, Mike Gowdy, Bethany Wirin

