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**Civil Service Commission
August 19, 2019
Minutes**

Commissioners Mary Stevens, Chair
Present: Nancy Harris, Commissioner

Absent: Paul Peglow, Commissioner
Gregg Davison, Ex officio member

Other Staff Present: Public Works Director Justin Nickel
Fire Chief Dave Rierson

The Civil Service Commission met on August 19, 2019, in the City Council Chambers Conference Room at located at 10 W State Street, according to posted notices. Chair Stevenson called the meeting to order at 12:06 PM.

Item #1 – July 23, 2019, minutes

Harris moved to approve the minutes for July 23, 2019, second by Stevenson. Motion approved 2-0.

Item #2 – Fire Lieutenant – New Hire List

After posting of the position and testing as per the order of the Civil Service Commission, four candidates are recommended for the New Hire Promotional List, that will expire in one year. The list is ranked based on test scores. Harris moved to approve the ranked new hire promotional list, second by Stevenson. Motion approved 2-0.

Item #3 – Transit Assistant – New Hire List

Following posting of the position opening and testing for the Transit Assistant as per the order of the Civil Service Commission, one candidate applied and was recommended for the New Hire list, expiring on August 19, 2020. Public Works Director Justin Nickel was present to answer questions. Stevenson moved to approve the New Hire list as recommended, second by Harris. Motion carried 2-0.

Item #4 – Transit Operator – Testing Process

Public Works Director Justin Nickel addressed the Commission, asking for approval of the full tile Transit process previously used earlier in the year. The test will consist of an application and interview questions. Candidates will be ranked through both processes and then a new hire

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



list will be brought back to the Commission to approve. Stevenson moved to order the testing process as described, second by Harris. Motion carried 2-0.

The Commission meeting adjourned at 12:12 PM.

Respectfully submitted,

Jill Petermeier, HR Director