

Civil Service Commission

May 1, 2014

The Civil Service Commission met in the Council Chambers Conference Room, 2nd Floor of the Carnegie Building, 10 W State Street, according to the posted notice.

Acting Commission Chair Stevens called the meeting to order at 5:30 PM.

Present: Mary Stevens, Acting Chair, Paul Peglow, Nancy Harris. Absent: Ex Officio Member Gregg Davison. Staff members present: Finance Director Lori Stansberry and City Clerk Shari Coughenour.

The Commission Members welcomed Nancy Harris.

Peglow moved to approve minutes for April 1, 2014, second by Stevens. Motion carried 3-0.

Finance Director Lori Stansberry explained the testing process for the Finance Specialist and presented the ranked New Hire List with three names for the commission to certify.

Twenty three applications were received with six individuals tested. Applications were scored based on background and experience. Six individuals with the highest ranking applications were selected for testing. One of those initial six dropped out. The seventh highest ranked was then included in the testing. The written test consisted of calculations, narrative and multiple choice questions. After the written test three individuals were interviewed. Tests and interviews were scored and averaged. The interview was 225 points, testing points were 170. A ranked new hire list was presented with three names on the list. A criminal background check will be performed on the top candidate post offer.

Stevens moved to approve the New Hire List for the Accounting Specialist, to be valid through May 1, 2015, second by Peglow. Motion approved 3-0.

With no further agenda items the meeting adjourned at 5:41 PM.

Respectfully Submitted

Shari Coughenour, City Clerk

Stevens asked to include discussion of the Chair at the next meeting.