

AGENDA

MARION CIVIL SERVICE COMMISSION
REGULAR MEETING
TUESDAY, MARCH 1, 2016
8:00 A.M.
MARION CITY HALL

1. Call to order
2. Roll call
3. Motion to approve the minutes of the February 2 and February 9 meetings.
4. Motion to approve memo dated February 2, 2016 from Jen Ketelsen, Human Resources Generalist, announcing the hire of Ama Bartlett as Building Administrative Clerk effective February 15, 2016.
5. Discussion regarding positions within the Marion Building Department (Ron Hoover).
 - a. Code Compliance Officer
 - b. Building Inspector
 - i. Motion to approve the test schedule for Building Inspector
Advertise/Accept Applications: 3/1-3/18
Application Deadline: 3/18 at 5 p.m.
Written Test: 4/2
Certify List: 4/5
Council: 4/7
 - ii. Motion to set the application requirements for Building Inspector
 - c. Administrative Clerk/Permit Technician
 - i. Motion regarding job description change
 - ii. Motion to approve the test schedule for Building Permit Technician
Advertise/Accept Applications: 3/4-3/18
Application Deadline: 3/18 at 5 p.m.
Written Test: 4/2
Certify list: Special Meeting on 4/12
Council: 4/21
 - iii. Motion to set the application requirements for Building Permit Technician
6. Adjourn

Upcoming Events:

Date	Time	Location	Reason
March 26	8:00 AM	Police Station	Communications Operator Test
April 5	8:00 AM	City Hall	Regular Meeting
May 3	8:00 AM	City Hall	Regular Meeting