



**Civil Service Commission
Regular Meeting – Minutes
June 6, 2017**

The Marion Civil Service Commission met on Tuesday, June 6, 2017 at 8:00 a.m. in Room 143 at City Hall. Commission members present were Rehn, Mettler, and Hagen. Also present: HR Generalist Jen Ketelsen, IT Division Manager Terrell Hunter, Fire Chief Krebill, Police Chief McHale, and City Engineer Dan Whitlow.

Motion by Mettler, second by Hagen to approve the minutes of the June 6, 2017 meeting. All in favor, motion carried.

Chief McHale presented the Civil Service Commissioners with a job description for a Crime Analyst. The police department is thinking of taking applications and then doing preliminary phone interviews to weed the applicant pool down. There would then be a second round of interviews (Civil Service Commissioners could participate) which would be scored. The interview scores would be used to certify a list. Chief McHale will return with a timeline eventually but wanted to get the job description to the commissioners.

City Engineer Dan Whitlow led a discussion regarding the hiring process for the Engineering Technician position. Brett Southwick has taken a position in the mechanical engineering field and his last day is June 9. Whitlow recommends the Civil Service Commissioners conduct a testing on July 15 and certify a list of scores that same day after the testing. The listing could then be taken to City Council on July 20.

Motion by Mettler, second by Rehn, to receive and file memo from Fire Chief Krebill dated May 24, 2017 requesting the Certified List for Entry-Level Firefighter be exhausted. All in favor, motion carried.

Motion by Rehn, second by Mettler to exhaust the Certified List for Entry-Level Firefighter. All in favor, motion carried.

Chief Krebill announced Marion should be able to hold the CPAT with the City of Dubuque as Cedar Rapids is not hiring a firefighter this year.

Motion by Metter, second by Rehn to approve the Civil Service Seniority List for Fiscal Year 2016-2017. All in favor, motion carried.

IT Coordinator Terrell Hunter updated the commissioners on the Network Engineer position and requested the Commissioners hold a Special Meeting on Tuesday, June 13 at 8:00 a.m. to certify a list.



The commissioners held a brief discussion regarding the proposed City Reorganization.

With there being no further business, Rehn made a motion to adjourn at 8:40 a.m., seconded by Mettler. All in favor, motion carried.

Lianne Cairy, Civil Service Commission Clerk