MINUTES

MARION CIVIL SERVICE COMMISSION

March 6, 2012

The Marion Civil Service Commission met on Tuesday, March 6, 2012 at 8:00 a.m. Commission members present were Mettler and Schlotterback. Absent: Hagen

Motion by Mettler, second by Schlotterback to approve the minutes of the February 7, 2012 special meeting. Motion carried.

Renewal of Grant’s term: Grant was absent. Will call for confirmation.

Motion by Mettler, second by Schlotterback to receive and file four February memos from Fire Chief Jackson regarding recent promotions within the fire department. Motion carried.

Commission members reviewed one application for financial clerk to determine whether or not the minimum requirements of the job description were met. Also reviewed were the requirements in the Marion Civil Service Code for birth certificates and not being able to accept any other documents such as a U.S. passport. The Commission requested the city attorney review the code for revisions.

Motion by Mettler, second by Schlotterback, to adjourn at 8:35 a.m. Motion carried.

Janice Lawrence

Clerk of Commission