

MINUTES
MARION CIVIL SERVICE COMMISSION
May 6, 2014

The Marion Civil Service Commission met on Tuesday, May 6, 2014 at 8:00 a.m. in the Finance Conference Room at City Hall. Commission members present were Mettler, Botkin, and Hagen. Absent: None. Also present: City Builder, Ron Hoover and two students from Linn-Mar, Alex & Camille

Motion by Mettler, second by Botkin to approve the minutes of the April 1, 2014 meeting. All in favor, motion carried.

City Builder, Ron Hoover announced an upcoming testing for Administrative Clerk. He proposed the testing to be held on June 14, 2014 at Linn-Mar High School with applications to be accepted through May 30, 2014 and advertisements to run 5/11, 5/18, 5/25. Plan is to use the Office Skills test from ErgoMetrics with a couple essay questions. Hoover also requested that the Civil Service Commission hold a special meeting on June 17, 2014 to certify a list. The commission members were in agreement with Hoover.

Motion by Mettler, second by Botkin to receive and file memo dated April 23, 2014 from City Builder Ron Hoover informing of open position in the Building Inspections department for an Administrative Clerk. (Linda Skvor has accepted a position with the Marion Water Department) All in favor, motion carried.

Ron Hoover left.

The Civil Service Commission members discussed the upcoming Fire Chief testing. A proposed test schedule was distributed to the commission members. Advertisements would be in the Gazette on 5/11; 5/18; 5/25. Applications would be received through May 30, 2014. Essay test would either be a take-home assessment due on June 13, 2014 or an on-site test on June 14, 2014. It was discussed that a take-home testing would be preferred over an on-site testing in conjunction with the Building Administrative Clerk testing. Plan is to accept Questionnaires with the applications, grade the questionnaires at the regular June 3 meeting, and send the top candidates a take-home essay assessment. The commission members would then have a special meeting to score the Essays on June 16, 2014 so a list can be certified at the special meeting on June 17, 2014.

The commission members discussed the essay testing. Botkin felt that 10 questions would be too many and Mettler showed concerns over having too few essay questions. It was decided to go through the list of 39 potential essay questions and decide whether the commission members like the question (+), are unsure (o), or dislike (-) the question. Each question was read aloud and the commission members combined questions 6-7 and 14-15. The commission members ended up with 10 likes, 2 unsure, and 25 dislikes. It was decided to revisit these questions at the May 20, 2014 meeting and make a decision at that time.

Motion by Hagen, second by Mettler to accept police officer application from Christopher Mazzella mailed on 4/18/14 Priority Mail 1-day Certified, but lost by the post office and not received by the April 25, 2014 deadline. All in favor, motion carried.

There being no further business, Hagen made the motion to adjourn at 9:34 a.m., second by Mettler. All in favor, motion carried.

Lianne Kula, Clerk of Commission