

MINUTES  
MARION CIVIL SERVICE COMMISSION  
August 5, 2014

The Marion Civil Service Commission met on Tuesday, August 5, 2014 at 8:04 a.m. in the Finance Conference Room at City Hall. Commission members present were Mettler, Botkin, and Hagen. Absent: None.

Motion by Botkin, second by Mettler to approve the minutes of the June 17, 2014 meeting. All in favor, motion carried.

Motion by Mettler, second by Botkin to receive and file documentation from Building Director, Ron Hoover, regarding the hire of Jennifer Canaday as Administrative Clerk. All in favor, motion carried.

Fire Chief Deb Krebill then presented the Commission members with her proposed ideas on the upcoming Assistant Fire Chief Promo testing. She indicated that there were currently three qualified individuals in the department that could apply. Because it is a promotional test, would not need to advertise but would just post internally. Would like to use the assessment center process for the testing, and would like to start the process so they could do the testing in October.

The Commission members discussed the proposals presented. Dates were also discussed to give applicants sufficient time to prepare for the test.

Motion by Mettler, second by Hagen to post position on August 18, 2014 with applications due by August 28, 2014. All in favor, motion carried.

Motion by Mettler, second by Botkin to schedule test for Wednesday October 15 at City Hall. All in favor, motion carried.

Fire Chief Deb Krebill next indicated to the Commission members that they currently have a fire fighter position to fill and an active certified list to hire from. She indicated she would like to start interviewing from this list to fill the position and not recertify a new list.

Motion by Hagen, second by Botkin to allow Fire Chief Deb Krebill to hire from the existing certified list. All in favor, motion carried.

Fire Chief Deb Krebill left the meeting at 8:24.

IT Manager, Terrell Hunter next presented the Commission members with information on the proposed hiring of an IT Support Analyst. He reviewed a proposed timeline, notice for the paper, a job description and an IT questionnaire that could be used for the test.

The Commission members reviewed the information. They indicated that the test date would work. Registration could start at 7:30 a.m. with the test starting at 9:00 a.m. and concluding at 12:00 noon. Location would be at City Hall unless a larger location was needed. They also would

hold a special meeting on Monday October 20, 2014 at 8:00 a.m. to grade the tests and certify a list. They could also certify the Assistant Fire Chief list at that time.

Moved by Mettler, second by Hagen to approve timeline and testing for the IT Support Analyst position. All in favor, motion carried.

There being no further business, Mettler made the motion to adjourn at 9:05 a.m., second by Hagen. All in favor, motion carried.

Wesley A. Nelson, Clerk of Commission