

MINUTES
MARION CIVIL SERVICE COMMISSION
SPECIAL MEETING
November 12, 2014

The Marion Civil Service Commission met on Wednesday, November 12, 2014 at 8:06 a.m. in the Finance Conference Room at City Hall. Commission members present were Mettler, Hagen, and Botkin. Absent: None. Also present: Police Lieutenant Rich Holland

Motion by Mettler, second by Botkin to receive and file memo from Police Chief Harry Daugherty dated November 7, 2014 informing the commission members of the need to test for the Communications Operator position within the Marion Police Department. All in favor, motion carried.

Police Lieutenant Rich Holland informed the commission that one of the communications operators has announced they will be leaving and there is a need to test for the Communications Operator position. He read the proposed test schedule. Holland inquired about the ability to accept applications electronically and the reason why the City charges a \$5 fee. Chief Daugherty would like to do away with the fee. Mettler stated that the fee was put in place in the past because tests were being ordered for all of the applicants and then a large number of them were not showing up on test day. She said the \$5 fee is to cut back on the restocking fee testing companies charge when unused test booklets are returned. Hagen stated he considered that a cost of doing business. Regarding the ability to accept applications online, the commissioners are to be discussing this during the next civil service meeting. Commission clerk, Lianne Kula, stated it would be best to keep things the way they have been done in the past for this testing and discuss the possibility at the next meeting after some research has been made. The commission members agreed.

Motion by Mettler, second by Hagen to approve the test schedule for the Communications Operator position within the Marion Police Department as follows and keep things in place until further time to review:

Advertise the Position	11/15/14 – 12/14/14
Applications Available	11/15/14 (online) 11/17/14 (City Hall)
Applications Due	12/19/14
Test Date	01/10/15

All in favor, motion carried.

Mettler made a motion to adjourn at 8:27 a.m., second by Botkin. All in favor, motion carried.

Lianne Kula, Clerk of Commission