

MINUTES
MARION CIVIL SERVICE COMMISSION
REGULAR MEETING
JANUARY 13, 2015

The Marion Civil Service Commission met on Tuesday, January 13, 2015 at 8:00 a.m. in the Council Chambers at City Hall. Commission members present were Mettler, Botkin, and Hagen. Absent: None. Also present: Police Lieutenant Rich Holland and Fire Chief Deb Krebill

Motion by Mettler, second by Botkin to approve the minutes of the December 2, 2014 meeting. All in favor, motion carried.

Motion by Mettler, second by Hagen to receive and file job description for Administration Clerk (Finance) and memo dated January 9, 2015 from Finance Director Wes Nelson informing the commission that Linda Holub, Administrative Clerk, has gone full-time (effective 12/29/14) and her position is now classified as a Civil Service position. All in favor, motion carried.

Motion by Mettler, second by Hagen to certify a list of 36 names for the Communications Operator position as follows:

Ashley Wagel
Stacey Colledge-Skelton
Neil Allen
Sarah Perry
Eileen Hardman
Dalonda Potter
Chelsea Stone
Amanda White
Mary Kelchen
Scott Sickels
Michael Kuhn
Stacey Carter
Michelle Jackson
Maren Nissen
Christina Stafford
David Schick
Timothy Martinez
Sheila Ferrell
Sarah Hyatt
Danielle Robinson
Kristine Fishel
Jeffrey Chalk
Sue Frye
Sarah Hefel
Candace Watson
Julie Romine
Jennifer Kent

Tabatha Latteyer
Daniel Bonnema
Vicki Rickels
Roxie Myers-Peterson
Deborah Dreyer
Matthew Uhrin
William McCall
Valerie Schmidt
Jacqueline Ramirez

All in favor, motion carried.

The commission members held a discussion regarding recommended changes to the Marion Civil Service Rules and Regulations.

Motion by Hagen, second by Botkin to amend Chapter IV, Sections 3-4 of the Marion Civil Service Rules and Regulations pending approval by Don Hoskins, the City Attorney as follows:

Section 3. Applications: All applications shall be filed on forms provided by the Commission and shall call for information covering the applicant's education, training, experience, and any other information deemed desirable at the discretion of the Commission. The Commission has the right to ask for certificates of health, fingerprints, education certificates, transcripts, or diplomas, proof of identification, and other pertinent information or documentation which may be desirable at the discretion of the Commission. Any medical certificate shall be from an appropriate licensed, medical doctor, ophthalmologist/optometrist whichever is applicable. The application shall provide all required information and be signed by the applicant and notarized or witnessed by city personnel. Proof of citizenship shall be by U.S. passport or by a U.S. birth certificate along with a government issued photo identification document. Proof of high school graduation shall consist of a high school transcript showing the date of graduation or a GED score sheet or a copy of a high school diploma. The Commission shall accept applications if completed in accordance with these rules from any qualified applicant. All applications and documentation shall be properly completed and returned to the designated office on the closing date and time for applications as established by the Civil Service Commission. Photo identification shall be required at the time of testing. For police officers and firefighters the photo identification shall be in the form of a valid driver's license.

Section 4. Naturalized Citizens: If a prospective applicant indicates verbally or if a returned application and/or documentation indicates the applicant is a naturalized citizen of the United States of America, it is the responsibility of the applicant to submit a certificate of naturalization or a U.S. passport before the established closing date and time for accepting completed application and documentation. at a later date prior to the testing.

All in favor, motion carried.

With there being no further business, Mettler made a motion to adjourn at 8:25 a.m., seconded by Hagen. All in favor, motion carried.

Lianne Kula, Clerk of Commission