

AGENDA

MARION CIVIL SERVICE COMMISSION
REGULAR MEETING
TUESDAY, MAY 5, 2015
8:00 A.M.
MARION CITY HALL

1. Call to order
2. Roll call
3. Motion to approve the minutes from the March 31, 2015 meeting.
4. Motion to receive and file job description for Human Resources Generalist.
5. Motion to receive and file memo from Human Resources Coordinator Beth Little, dated April 30, 2015, requesting a testing in the form of a questionnaire be held for the newly created Human Resources Generalist position.
6. Human Resources – upcoming testing – Beth Little
7. Motion to approve test schedule for Human Resources Generalist as follows:
 - a. Advertise May 24 – June 7
 - b. Accept applications May 25 8:00 a.m. – June 19 5:00 p.m.
 - c. Written Test – submitted with application in the form of a questionnaire
 - d. Commission certified list on July 7th
 - e. City Council receives and files certified list on July 9th
8. Motion to receive and file memo from City Engineer Dan Whitlow, dated April 13, 2015, requesting a testing be held for the Engineering Technician position.
9. Engineering Technician – upcoming testing – Dan Whitlow
10. Motion to approve test schedule for Engineering Technician as follows:
 - a. Advertise May 18 – June 12
 - b. Accept applications May 18 8:00 a.m. – June 15 5:00 p.m.
 - c. Written test June 27 at 8:00 a.m.
 - d. Commission certifies list on July 7th
 - e. City Council receives and files certified list on July 9th
 - f. Interviews and offer extension by July 31st
11. Other business

12. Adjourn

Upcoming Events:

Date	Time	Location	Reason
June 2	8:00 AM	City Hall Room 143	Regular Meeting
June 25-26		Hawkeye Downs, CR	CPAT Testing
June 27	8:00 AM	City Hall	Engineering Tech Testing?
July 7	8:00 AM	City Hall Room 143	Regular Meeting
August 4	8:00 AM	City Hall Room 143	Regular Meeting