

MINUTES
MARION CIVIL SERVICE COMMISSION
REGULAR MEETING
NOVEMBER 3, 2015

The Marion Civil Service Commission met on Tuesday, November 3, 2015 at 8:05 a.m. in Room 143 at City Hall. Commission members present were Mettler, Botkin, and Hagen. Also present: Police Chief Harry Daugherty, Fire Chief Deb Krebill, and Human Resources Generalist Jen Ketelson.

Motion by Mettler, second by Botkin to approve the minutes of the October 6, 2015 meeting. All in favor, motion carried.

Motion by Botkin, second by Mettler to receive and file the following:

- a. Memo dated October 23, 2015 from Police Chief Harry Daugherty regarding upcoming testing for new position of Confidential Administrative Clerk
- b. Job description for Confidential Police Administrative Clerk.
- c. Memo dated September 28, 2015 from Police Chief Daugherty regarding the hire of Sean Seymour as patrol officer (effective August 24, 2015), Sarah Hyatt as communications operator (effective September 29, 2015) and Candace Watson as communications operator (effective September 30, 2015).
- d. Letter of resignation from Fire Lieutenant Chris Szymanowski dated October 8, 2015
- e. Notice of retirement from Firefighter Lee Vonderheide effective November 5, 2015
- f. Memo dated October 28, 2015 from Fire Chief Krebill regarding the hire of the following firefighters:
 - i. James Romer – Effective November 16, 2015
 - ii. William Zamastil – Effective November 17, 2015
 - iii. Cody Oberfoell – Effective November 18, 2015

All in favor, motion carried.

Motion by Mettler, second by Hagen to use the Ergometrics Office Skills Test Battery for the test for Confidential Police Administrative Clerk. All in favor, motion carried.

Motion by Botkin, second by Mettler to require application only (no additional documentation) for Confidential Police Administrative Clerk position. All in favor, motion carried.

Motion by Mettler, second by Hagen to approve the following test schedule for upcoming Confidential Police Administrative Clerk position:

- a. Advertise 11/4-11/29
- b. Applications available 11/4/15 after the Civil Service Meeting
- c. Applications Due 11/30/15 at Noon
- d. Typing test 12/1 – 12/4
- e. Written testing to take place December 14-15 4:00 p.m. – 8:00 p.m.
- f. Interview/Microsoft Office test December 16-22
- g. Civil Service Commission to certify list on January 5 at regular meeting
- h. City Council to receive/file certified list on January 7 at regular meeting

All in favor, motion carried.

With there being no further business, Botkin made a motion to adjourn at 8:38 a.m., seconded by Hagen. All in favor, motion carried.

Lianne Cairy, Clerk of Commission