



HUMAN RESOURCES/CIVIL SERVICE
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CIVIL SERVICE COMMISSION
Meeting Minutes
November 13, 2013
1:00 PM
CONFERENCE ROOM 3B

Roll Call

Chairman Tim Matthewson called the meeting to order. In attendance were Commissioner Geraldine George, Virginia Alosco-Werner – HR Director and Denise Janey – Chief Examiner,

NEW BUSINESS

Minutes of Meeting

Commissioner George made a motion to accept the previous meeting minutes. Chairman Matthewson seconded the motion. Motion passed.

Correction to Oct 9, 2013 Civil Service Commission meeting minutes: Request was made to extend the Public Health Inspector eligibility list for one year. Commissioner George made a motion accept the correction to the meeting minutes. Chairman Matthewson seconded the motion.

** Chairman Matthewson inquired about when an additional member will be joining the Civil Service Commission. The Chief Examiner stated that the search is underway and a potential participant has been identified. We should know within the next week who will assume the role of commissioner.

Approve 2014 Civil Service Commission Meeting Schedule

Motion made by Chairman Matthewson to accept the 2014 Civil Service Commission meeting schedule subject to modification as needed. Commissioner George seconded the motion. Motion passed.

Approve Eligibility List for Police Officer – Lateral Candidates:

Per the Chief Examiner, this item should be stricken from the agenda, as it was added in error. Motion made by Commissioner George to strike this agenda item. Chairman Matthewson seconded the motion. Motion passed.

Approve Eligibility List for Fire Lieutenant: Motion made by Commissioner George to certify the Fire Lieutenant Eligibility list. Chairman Matthewson seconded the motion. Motion passed.

Review Qualifications for Fire Marshal: Chairman Matthewson made a motion to accept the two qualified candidates for the Fire Marshal examination. Commissioner George seconded the motion. Motion passed.

Review Qualifications for Deputy Fire Marshal:
Commissioner George made a motion to accept the twenty three qualified candidates for the Deputy Fire Marshal examinations. Chairman Matthewson seconded the motion. Motion passed.

Review Qualifications for Dispatcher:
Chairman Matthewson made a motion to accept and appoint all six applicants to the Dispatchers position as there are seven open positions and all applicants meet the requirements of the position. Commissioner George seconded the motion. Motion passed.

Review Qualifications for Cashier:
Chairman Matthewson made a motion to reject the following candidates: 101, 125, 126, 127, 137, 150, 151, 153, 160, 171, 177, 186, 192, 198, 199, 212, 218, 227, 229, 231, 235, 236, 237, 239, 240, 244, 269, 275, 276, 279, 283, 291, 308, 312, 332, 339, 358, 360, 364, 368, 376, 382 as they did not demonstrate that they possess a minimum of two years as a cashier, Bank Teller or have similar employment. Also rejected were candidates who did not submit 2 additional copies of the application, they are: 104, 110, 123, 140, 155, 162, 167, 195, 204, 215, 262, 311, 350, and 359. In addition, Candidate 288 did not submit the application fee and candidate 242 submitted the application after the deadline. Commissioner George seconded the motion. Motion passed.

Adjourn

Commissioner George made a motion to adjourn. Chairman Matthewson seconded the motion. Motion passed.

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