MINUTES

Government Body: CIVIL SERVICE COMMISSION
Date: February 13, 2013
Time: 3:00 PM
Place of Meeting: City Hall – Conference Room A, 50 W. 13th Street

Present: Dan White, Betty Takes, Ken TeKippe, Jean Nachtman, Gus Psihoyos, Doug Brehm, Wayne Strohmeyer, Kevin Saylor

1. Approval of Minutes from meeting of January 14, 2013.
   Motion by Takes. Seconded by White. Motion carried 2-0.

2. Request to schedule an examination date and approve the recruitment process for the position of Police Officer.
   Motion by Takes to set the application deadline for March 11 at 5:00 p.m. with a test date of April 6, 2013 as recommended. Seconded by White. Motion carried 2-0.

3. Request to schedule an Entrance Examination for the position of Account Clerk I.
   Motion by Takes to set the application deadline for March 8, 2013 at 5:00 p.m. with a test date of March 20, 2013 as recommended. Seconded by White. Motion carried 2-0.

4. Request to schedule an Entrance Examination for the position of Land Surveyor.
   Motion by Takes to set the deadline to request a take-home test at March 1, 2013 with a submission date of March 19, 2013 postmarked at midnight as recommended. Seconded by White. Motion carried 2-0.

5. Request to schedule an Entrance Examination for the position of Golf Course Technician.
   Motion by Takes to set the application deadline for March 1, 2013 with a test date for March 13, 2013 as recommended. Seconded by White. Motion carried 2-0.

6. Set the passing score and certify the list for the position of Traffic Engineer (Take-home exam January 23, 2013)
   Motion by Takes to set the passing score for Traffic Engineer at 73 and above correct answers (73%) and certify the list for two years. Seconded by White. Motion carried 2-0.

7. Set the passing score and certify the list for the position of Purchasing Coordinator (Exam date January 15, 2013).
   Motion by Takes to set the passing score for Purchasing Coordinator at 64 and above correct answers (69.6%) and certify the list for two years. Seconded by White. Motion carried 2-0.
8. **Adjournment.** Motion by Takes, seconded by White to adjourn at 3:36 p.m. Motion carried 2-0.

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Civil Service Commission

Submitted by Kevin S. Firnsthahl, CMC, City Clerk