CIVIL SERVICE COMMISSION

Meeting Minutes of November 9, 2016

Meeting called to order at 3:10 pm.

Present: Thomas Majeski, Thomas Kicher, Carolyn Patton, Mayor Weger, Gloria Majeski, Janet Majka, City Council, Chris Hallum, City Council, Police Chief Collins

OLD BUSINESS: Minutes of October 27, 2016 and October 11, 2016 approved and signed.

*Discussion of the following documents.

*Job Application Suggestions:

....Care needs to be taken with questions as this is part of the record,

,,,,Information regarding felonies and misdemeanors will be sourced in the Truth Verification form,

....Application pages will be one sided, for easier access.

....References will include both friends and an objective person. Also the relationship should be stated.

....School history will include high school attended and GED or equivalent.

These suggestions and corrections, as suggested by those present, will be placed in the application and posted for public review.

*Review Check list:

...Certification of the Review Checklist will be at the bottom of the sheet with the statement: " I certify that all items are complete and checked." (then sign)

...Comments on the checklist need to be discreetly written on back and/or on an attached sheet and kept inside folder....not on top of the folder.

A motion to accept the Job Application and Check List, as revised, was approved and will be given for posting,

PUBLIC PORTION

Chief Collins requested that the application be reviewed by Human Resources to be sure the application is current and legal.

Tom Kicher said this should be a "pending review of the application content." The current procedure includes having the Law Director review the document.

A motion was made to accept a pending review made by the Insurance lawyer and Law Director.

Tom Kicher stated that the agility test for the Fire Dept. (in Appendix 2) should be noted as either the Combat Challenge or a new test approved and given at Tri C and Auburn Career Center.

A motion to accept Appendix 2 revisions was approved.

Next meeting will be set for December, after the Job Application has been reviews by PEP, the City's public liability insurance carrier.

Meeting adjourned at 4:25 pm.

Respectfully submitted,
Carolyn Villar Patton 11.10.16
Carolyn Villar Patton, Secretary

Thomas J. Majeski 1/25/17
Thomas Majeski, Chairman Date

Thomas P. Kicher
Thomas Kicher, Vice Chairman Date

Attachments: Job Application

Job Application Check List

Appendix 2