

CIVIL SERVICE COMMISSION  
Meeting  
MINUTES  
April 27, 2022  
10:00 a.m.  
Via Videoconference

**Roll Call:**

The meeting was called to order by Chair Susan Ward and Commissioner Bruce Bennett. Also present was Denise Janey, Chief Examiner; Shaun McColgan, Deputy Police Chief; Patrick Ridenhour, Police Chief; Dianne Rosemark, Assistant Corporation Counsel; and Chelsea Levine.

**Minutes: Review and accept previous meeting's minutes**

*Motion by Commissioner Bennett, seconded by Chair Ward, to accept the previous meeting's minutes. Motion carried unanimously.*

**Personnel Status:**

**Status Change: None**

**New Hires: None**

**Retirements: None**

**Resignations: None**

**New Business:**

**Applicant Appeal – Library Technical Assistant (Project Coordinator)**

Chelsea Levine requested her appeal be approved, as she meets the minimum work years requirement.

*Motion by Commissioner Bennett, seconded by Chair Ward, to accept Chelsea Levine's application for the Library Technical Assistant (Project Coordinator) position. Motion carried unanimously.*

**Qualification of Applicants:**

**- Account Clerk II – Tax Collector (Promotion)**

Ms. Janey requested the Commission approve an interview in lieu of a test for the one candidate.

*Motion by Commissioner Bennett, seconded by Chair Ward, to accept application #49629907. Motion carried unanimously.*

*Motion by Commissioner Bennett, seconded by Chair Ward, to approve an interview in leu of a test for the one candidate. Motion carried unanimously.*

**- Chief Examiner/HR Analyst**

Ms. Janey requested the Commission approve an interview in leu of a test for the one candidate.

*Motion by Commissioner Bennett, seconded by Chair Ward, to accept application #49563927; and approve an interview in leu of a test for the one candidate. Motion carried unanimously.*

**- Librarian I (Project Coordinator)**

*Motion by Commissioner Bennett, seconded by Chair Ward, to qualify the following individuals for the Librarian I (Project Coordinator) position with person id's ending in 736, 374 and 194. Motion carried unanimously.*

**- Police Lieutenant**

*Motion by Chair Ward, seconded by Commissioner Bennett, to qualify the following individuals for the Police Lieutenant position with person id's ending in 257, 589, 504, 247, 439 and 405. Motion carried unanimously.*

**- Public Utility Technician**

*Motion by Commissioner Bennett, seconded by Chair Ward, to qualify the following individuals for the Public Utility Technician position with person id's ending in 679, 953, 916, 184, 039, 730, 955 and 617. Motion carried unanimously.*

**- Sanitarian**

*Motion by Commissioner Bennett, seconded by Chair Ward, to qualify the following individuals for the Sanitarian position with person id's ending in 4448, 0370, 0359, 8463, 6742 and 7135. Motion carried unanimously.*

**Request Approval – Associate Planner Job Description**

Ms. Janey noted the Planning & Zoning Department is requesting approval for the Associate Planner job description.

*Motion by Commissioner Bennett, seconded by Chair Ward, to accept the job description for the Associate Planner position. Motion carried unanimously.*

**Adjourn**

*Motion by Commissioner Bennett, seconded by Chair Ward, to adjourn. Motion carried unanimously.*