

CIVIL SERVICE COMMISSION  
Meeting  
MINUTES  
June 29, 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 Daniel Stachowicz, Chief Examiner/HR Analyst.

**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:**

**New Hires:**

Mr. Stachowicz noted one new hire: Sara DeAngelo, Sanitarian – Health and Human Services Department.

**Retirements: None**

**Resignations: None**

**New Business:**

**Qualification of Applicants:**

**- Assistant Zoning Officer**

Chair Ward commented the Commission is qualifying the following individuals for the Assistant Zoning Officer position with person id's ending in 2880, 7341, and 9778.

**Certification of Eligibility Lists:**

**- Parts Attendant**

Mr. Stachowicz noted the Eligibility List for Parts Attendant consists of five qualified candidates.

*Motion by Commissioner Bennett, seconded by Chair Ward, to certify the Parts Attendant Eligibility List. Motion carried unanimously.*

**- Police Lieutenant**

Mr. Stachowicz noted the position is a promotional opportunity for City employees. The Eligibility List for Police Lieutenant consists of four qualified candidates.

*Motion by Commissioner Bennett, seconded by Chair Ward, to certify the Police Lieutenant Eligibility List. Motion carried unanimously.*

**Extension of Eligibility List:**

**- Maintenance Mechanic III**

Mr. Stachowicz noted the Public Building Department is requesting the Commission extend the Eligibility List for Maintenance Mechanic III for 1-year (expiration date July 6, 2023).

*Motion by Commissioner Bennett seconded by Chair Ward, moved to extend the Maintenance Mechanic III Eligibility List through July 6, 2023. Motion carried unanimously.*

**Request to remove a candidate on the Librarian I (I&S) Eligibility List upon interview “does not meet the requirements”.**

Mr. Stachowicz read a determination letter the City received.

*Motion by Commissioner Bennett seconded by Chair Ward, moved to remove a candidate on the Librarian I (I&S) Eligibility List. Motion carried unanimously.*

**Request to remove two candidates on the Clerk Typist II Eligibility List under section VII E (B) - Failure to respond within 5 calendar days to a notice or inquiry concerning availability or schedule an interview. They are candidates ranking number 1 and 3.**

Mr. Stachowicz requested the Commission approve removing two candidates on the Clerk Typist II Eligibility List under section VII E (B).

*Motion by Commissioner Bennett seconded by Chair Ward, moved to remove two candidates on the Clerk Typist II Eligibility List. Motion carried unanimously.*

**Adjourn**

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