



HUMAN RESOURCES/CIVIL SERVICE
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CIVIL SERVICE COMMISSION
Special Meeting Minutes
April 16, 2014
10:00 AM
CIVIL SERVICE CONFERENCE ROOM

Roll Call

Commissioner George called the meeting to order. In attendance: Commissioner Shay Nagersheth, Denise Janey – Chief Examiner. Note: Commissioner Nagersheth participated in the meeting via phone.

Minutes of Previous Meeting

Commissioner George made a motion to accept the previous meeting minutes. Chief Examiner noted that the previous Civil Service Meeting held on April 9, 2014 was not a Special Meeting, it was the regularly scheduled monthly Civil Service commission Meeting. Commissioner Nagersheth seconded the motion. Motion passed.

Request Approval for New Position - Communications Specialist: Commissioner George made a motion to continue this agenda item to the next Civil Service Commission meeting. Commissioner Nagersheth seconded the motion. Motion passed.

Request Approval for New Position - Librarian I: Commissioner George made a motion to continue this agenda item to the next Civil Service Commission meeting. Commissioner Nagersheth seconded the motion. Motion passed.

Qualification of Account Clerk II Applicants: Applicants 101, 102, 103, 104, 105, 111, 113, 118, 120, 124, 125, 126, 127, 128, 129, 130, 131, 134, 135, 136, 138, 143, 144, 145, 146, 149 did not indicate at least 3 to 5 years of experience in Payroll and Accounting. Applicants 107, 132, 137, 141, 142, 147, 151, 152 did not submit the 2 copies of their applications as required. Applicant 114, 115, and 123 did not indicate possession of additional training equivalent to 1 -2 years of college (ie Associates degree). Applicant 117 did not indicate possession of high school education. Commissioner George made a motion to reject these applications. Commissioner Nagersheth seconded the motion. Motion passed.

Qualification of Communications Coordinator Applicants: Motion made by Commissioner George to accept application of Applicant 101. Commissioner Nagersheth seconded the motion. Motion passed.

Adjourn

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

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