

CIVIL SERVICE BOARD  
**MINUTES**  
OCTOBER 17, 2012

Present:       Nick Macol  
                  Tom Whelan  
                  Barbara Skibiski

Also present: Mary Ann Meier, Personnel Manager

Meeting was called to order at 7:35 p.m. by Co-chairman Nick Macol.

Minutes of May 30, 2012 were approved as presented. Vote: Motion carried 3-0

Item #3 Finance Department, Accounting Manager position - to advertise, recruit and test. Moved by Tom Whelan, seconded by Barbara Skibiski to give a written examination for the position of Accounting Manager with weights of 50 written/50 E&T. VOTE: Motion carried 3-0 unanimously.

Item #4 Youth (formerly Children's) Librarian. Moved by Tom Whelan, seconded by Barbara Skibiski to allow the Personnel Manager to rank the 41 Youth Librarian applications received in accordance to their qualifications as outlined in the job description and then test the top 10 candidates. The weight and exam requirements will remain the same. VOTE: Motion carried 3-0 unanimously.

Item #7 (Any other business that might come before this Board) Moved by Barbara Skibiski, seconded by Tom Whelan to approve the request made by the Director of Public Works to fill two upcoming retirements in the Public Works department as Jr. Grade Equipment Operators. The positions would be filled as promotionals. The examination would be a practical exam with weights of 80% practical/20% experience and training. Any subsequent openings, as a result of the promotion, will be filled as a promotional using an internal evaluation consisting of attendance, skills/experience & training and past performance/conduct. VOTE: Motion carried 3-0 unanimously.

Nick Macol moved to adjourn; seconded by Tom Whelan. Motion carried unanimously.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Mary Ann Meier