

CIVIL SERVICE BOARD  
**MINUTES**  
MARCH 10, 2015

Present: Anna Maresca  
Gail Jarvis  
Barbara Skibiski

Also present: James Haselkamp, Director of Labor Relations and Mary Ann Meier, Personnel Manager.

Meeting was called to order at 7:47 p.m. by Anna Maresca.

Minutes of October 8, 2014 were approved as presented (3-0).

Motion made by Anna Maresca, seconded by Barbara Skibiski to approve the Motor Equipment Repairer and IT Technician eligibility lists as presented. Vote: Motion carried 3-0 unanimously.

Motion made by Anna Maresca; seconded by Barbara Skibiski, to advertise and recruit for the Board of Education position of entry level Janitor/Cleaner WGII and Custodian WGIV as non-competitive. Civil Service will only advertise for the Custodian WG IV positions if the Board of Education cannot promote from within. Civil Service will identify which candidates are qualified and non-qualified before submitting the candidates to the board of education for consideration. Vote: Motion carried 3-0 unanimously.

Motion made by Anna Maresca; seconded by Barbara Skibiski, to advertise and recruit for the position of Public Works Maintainer II position as non-competitive. Vote: Motion carried 3-0 unanimously.

Motion made by Anna Maresca; seconded by Gail Jarvis, to advertise, recruit and test for the position of Garage Mechanic, Public Works; and Mechanic, Police Department. There will be one exam and two eligibility lists created from this recruitment. The position will be filled as an oral evaluation with weights of 80% Oral and 20% experience and training. Vote: Motion carried 3-0 unanimously.

Motion made by Anna Maresca; seconded by Gail Jarvis, to advertise, recruit and test for the position of Sanitarian in the Health Department. Weights will be established at 100% experience and training. Vote: Motion carried 3-0 unanimously.

Motion made by Anna Maresca; seconded by Gail Jarvis, to advertise, recruit and test for a Sewage Pump Station-Maintenance Crew Leadman (promotional). The weights will be established at 100% experience and training. Vote: Motion carried 3-0 unanimously.

Motion made by Anna Maresca; seconded by Gail Jarvis to add to “any other business that might come before this Board” the approval of the eligibility list for the Assistant Building Official and to advertise, recruit and test for the position of Director of Parks and Recreation. This position

will be filled as an oral evaluation with weights of 80% oral/20% experience and training. Vote: Motion carried 3-0 unanimously.

Motion made by Anna Maresca; seconded by Gail Jarvis to advertise, recruit and test for various clerical/administrative assistant positions. We will run one test for any and all vacancies that occur for a one year period. A new list will not be created until the list expires one year from the expiration date of the eligibility list. A roster of all applicable jobs will be listed on the announcement. The weights will be a 100% computerized written examination with a pass/fail keyboarding exam. Thereafter, all the pass candidates will go on to take a basic administrative test (word or word/excel) with a weight of 70%. There will also be a test weighted at 30% specific to the assignment of the vacant position (eg. math test for the finance position, customer service test for the cashier clerk/records clerk, etc). Vote: Motion carried 3-0 unanimously.

Motion made by Gail Jarvis to adjourn. Meeting adjourned at 9:00 pm

Respectfully submitted,

Mary Ann Meier