

CIVIL SERVICE BOARD
MINUTES
AUGUST 9, 2016

Present: Ann Langley, Anna Maresca & Barbara Skibiski

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

Meeting was called to order at 5:05 pm by Ann Langley.

Moved by Ann Langely, seconded by Anna Maresca to approve minutes of April 20, 2016 meeting, as presented. VOTE: Carried 3-0

Moved by Ann Langely, seconded by Barbara Skibiski to approve the following eligibility lists, as presented.

- Fleet Maintenance Supervisor
- Chief Park Ranger
- Programs Manager-Recreation Dept.
- Director of Human Services
- Public Works Supervisor
- Deputy Building Official
- Civil Engineer

VOTE: Carried 3-0

Motion was made by Ann Langley, seconded by Barbara Skibiski to re-advertise, re-test and re-recruit for an Office Manager, Recreation Department due to the restructuring of the job. We will be testing the first 25 candidates plus internal candidates who apply. The examination will consist of a computer test with components (to be determined by the Civil Service Department) equaling 100%. VOTE: Carried 3-0.

Motion was made by Ann Langley, seconded by Anna Maresca to advertise, test and recruit for a Delinquent & Deferral Tax Clerk. We will be testing the first qualified 25 candidates including internal candidates who apply. The examination will consist of a computer test with components (to be determined by the Civil Service Department) equaling 100%. Five (5) extra points toward the total score will be given to candidates with work experience in a tax collector's office/or collection agency and 5 points for candidates with CCMC certification. VOTE: Carried 3-0.

Motion made by Ann Langley; seconded by Anna Maresca to adjourn. Meeting adjourned at 5:45 pm with unanimous consent.

Respectfully submitted,

Mary Ann Meier