

CIVIL SERVICE BOARD
MINUTES
07.22.2009

Present: Nick Macol, co-chair
 Tom Whelan, co-chair
 Matthew Broder

Also: Mary Ann Meier, Personnel Manager

Meeting was called to order at 7:45 p.m. by co-chair Nick Macol.

Minutes of April 29, 2009 were approved as presented.

The board unanimously approved the eligibility list for the Deputy Director of Public Works and Land Surveyor.

Motion made by Matt Broder; seconded by Tom Whelan to advertise, test and recruit for MV & PP Administrative Assistant position with weights of 80% written; 20% experience and training. A Word & Excel test will be given to the top ten candidates. Motion carried unanimously.

Motion made by Matt Broder; seconded by Tom Whelan to advertise for one week, contingent upon receiving at least 30 applications or more. If less than 30 applications are received, Civil Service will continue to advertise on a week-to-week basis until they obtain 30 or more applications.

Motion made to adjourn (Broder); seconded (Macol).

Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Mary Ann Meier