

CIVIL SERVICE BOARD  
**MINUTES**  
AUGUST 11, 2010

Present:       Nick Macol  
                  Tom Whelan  
                  Ann Langley  
                  Matt Broder  
                  Evelyn Zamary

Also present: Mary Ann Meier, Personnel Manager

Meeting was called to order at 7:45 p.m. by Co-chairman Tom Whelan.

Minutes of June 23, 2010 were unanimously approved as presented.

Eligibility list for Budget Analyst approved as presented.

Motion made by Matt Broder to forego advertising and testing for position in Building Dept. due to the consideration of a lateral transfer; seconded by Evelyn Zamary. Motion carried unanimously.

Motion made by Matt Broder to table item 5 (2 PW vacancies) until next month's meeting scheduled for September 8, 2010; seconded by Evelyn Zamary. Motion carried unanimously.

Any other business that might come before this Board.

Request to fill vacancy in Engineering Dept. for Admin. Asst. Motion made by Matt Broder to advertise, test and recruit for vacancy in Engineering Dept. This position will be filled as a promotional. If there are less than 3 candidates on the eligibility list, then the Administration Assistant eligibility list dated October 14, 2009 will be used to fill the vacancy. Seconded by Evelyn Zamary. Motion carried unanimously.

Any other business that might come before this Board.

Request to fill vacancy in PW for Motor Equipment Repairer. Motion made by Matt Broder to advertise, test and recruit for Motor Equipment Repairer. The weights of the written examination and experience and training will be at 80/20, respectively. Seconded by Evelyn Zamary. Motion carried unanimously.

Any other business that might come before this Board.

Motion made by Matt Broder to advertise, test and recruit for Garage Service Person. The weights of the written examination and experience and training will be at 90/10, respectively. Initially, this position will be filled as a promotional. If there are less than 3 candidates on the eligibility list, then the vacancy will go to the outside. Seconded by Evelyn Zamary. Motion carried unanimously.

Ann Langley moved to adjourn; seconded by Matt Broder. Motion carried unanimously.

Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Mary Ann Meier