

**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
JUNE 12, 2019**

Mr. Robert Calderone called the meeting to order at 6:00pm and noted Mr. Clark Westfall and Mrs. Kimberly Baer were present. Also present was Pam Serina and Melinda Svenson from Human Resources.

MINUTES

Commission reviewed the May 8, 2019 meeting minutes. Mrs. Baer motioned to adopt the minutes and Mr. Calderone seconded the motion. Commission also signed the April 10, 2019 minutes.

CORRESPONDENCE

- Commission reviewed the expense report ending May 31, 2019. Melinda informed the Commission the printing of the new CSC rule books was not reflected in this report and should be showing on the next month's report.
- Commission reviewed and signed the following Staffing Requisitions:
 - Service Worker II (Storm Water)
 - Melinda informed the Commission this requisition was more of an FYI for the Commission and that a current employee, Jacob Scott, bid for and received the position.
 - Service Worker I and II (To schedule an exam and for creation of eligibility list)
- Commission reviewed and signed the following Payroll Status forms:
 - Daniel Edwards (new Fire Medic)
 - Joseph Dies (new Fire Medic)
 - Daniel Saiben (new Service Worker I)
 - Jacob Scott (promoted to Service Worker II)

NEW BUSINESS

- Service Worker I and II Eligibility Lists
 - Pam presented a letter to the Commission from Valerie Carr, Service Director, requesting both the Service Worker I and Service Worker II eligibility lists to be extended through August 31, 2019.
 - Mrs. Baer motioned to extend both lists to August 31, 2019 based on the request of the Service Director and Mr. Calderone seconded the motion.
- Civil Service Exams – Prepared/graded by City of Green HR
 - Pam asked the Commission's opinion about exams created internally vs. exams by an outside service. Mrs. Baer stated it probably depended on the position being hired. Mrs. Baer stated she has seen questionnaires and then candidates receiving points based on answers, etc. Mrs. Baer stated it's no really an exam though. Mrs. Baer stated you get points for the minimum qualifications. Pam asked the Commission if they had any concerns with the city looking into a more internal exam. Mr. Westfall asked if the city's request was due to cost. Pam stated yes, but also to ensure materials tested for related to the job being tested for. Pam stated management and HR could develop questions related to the job but we'd need to ensure the

confidentiality of the questions. Mr. Westfall stated positions involving public safety usually needs to be an outside organization. Mrs. Baer made the point that it really is the Civil Service Commission who is charged with giving the testing which includes the tests used, the procedures, etc.

- Pam mentioned she did notice that Pat Ramsey's assistants have started to take a more prominent role at the company than in the

OLD BUSINESS

- CSC Rule change
 - Commission discussed distribution of updated rules to the employees and council. Melinda will email an electronic version of the rules to all employees with email access. Employees wishing to have a paper copy can request one. Melinda will send paper copies to all classified employees without a City of Green email account.

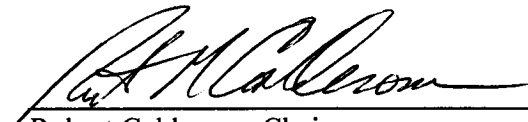
NEXT MEETING:

The next Civil Service Commission meeting is scheduled for July 10, 2019 at 6:00pm.

There being no further business, Mr. Westfall motioned for the meeting to adjourn and Mr. Calderone seconded this motion. The meeting adjourned at 6:22pm.

Respectfully submitted,

Melinda Svenson



Robert Calderone, Chair

7/10/19
Date



Kimberly Baer, Co-Chair

7/10/19
Date



Clark Westfall, Member

7-10-19
Date

Date: June 5, 2019

Civil Service Commissioners:

I am respectfully requesting that the Service Worker I and Service Worker II eligibility lists established in July of 2018 be extended through August 31, 2019.

A handwritten signature in black ink, reading "Valerie Wax Carr". The signature is fluid and cursive, with the first name "Valerie" being the most prominent.

Sincerely,
Valerie Wax Carr
Public Service Director
City of Green