



CIVIL SERVICE COMMISSION MEETING
A G E N D A

WEDNESDAY, MAY 15, 2013
5:15 P.M. COUNCIL CHAMBERS

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1. CALL MEETING TO ORDER
 2. APPROVAL OF AGENDA
 3. APPROVAL OF APRIL 17, 2013 MINUTES
 4. POLICE DEPARTMENT - REQUEST BY POLICE DEPARTMENT TO ADVERTISE AND RECRUIT FOR POLICE RECORDS TECHNICIAN
 5. OTHER BUSINESS



CIVIL SERVICE COMMISSION MEETING
MINUTES
WEDNESDAY, APRIL 17, 2013

The City of Centralia Civil Service Meeting was called to order at 5:15 pm by Commissioner Willey.

PRESENT: Commissioner Hays, Commissioner Willey, Commissioner Welsh, Chief Berg, Commander Rich and Secretary/Examiner Stritmatter.

AGENDA: No additions or changes to the agenda.

ANNOUNCEMENT: Jim Pace, Chairman's resignation was effective March 20, 2013. The Commission introduced and welcomed the newly appointed Commissioner, Cliff Welsh.

ELECTION OF CHAIRMAN: Due to the resignation of Jim Pace, as per Civil Service Rules, a new Chairman must be elected. Commissioner Hays moved to nominate Commissioner Willey as Chairman. Because Commissioner Welsh was new and Commissioner Hays had previously held the position it was determined that Commissioner Willey would be the only nominee. The motion was seconded by Commissioner Welsh and was approved 3-0.

MINUTES: Approval of the February 20, 2013 minutes as written by the following:

Commissioner - Don Hays: Motion
Chairman – Bob Willey: 2nd
Chairman – Bob Willey: Approve
Commissioner - Don Hays: Approve
Commissioner – Cliff Welsh: Approve

POLICE DEPARTMENT: Chief Berg discussed the possibility of requesting the Civil Service Commission to add Community Service Officer (CSO) to the List of Classified Positions in the near future. The Chief indicated that this was currently a position that was classified in the Police Non-Commissioned Bargaining Unit but had not ever been established as a classified position with the Civil Service.

The City currently employs the CSO's on a part-time basis but has been looking into the possibility of hiring as a full-time position which would replace the possible future retirement vacancies by at least one Police Records Technician.

The CSO's are currently being cross-trained in evidence and records and have proven to be a very valuable asset to the Police Department. Commissioner Hays asked Chief Berg if these positions would need to be tested and Chief Berg indicated that there would need to be a testing process in place for this position just as there are for the other Police Department Civil Service Positions.

Chief Berg wanted to stress that although there was no firm conclusion yet as to the possibility of making the CSO position a full-time position he did want to bring this matter to the Commission's attention for future consideration.

No other business.

The meeting was adjourned at 5:32 pm.

APPROVED BY:

Bob Willey, Chairman

Angie Stritmatter, Secretary/Examiner