



CIVIL SERVICE COMMISSION MEETING
A G E N D A

WEDNESDAY, JULY 17, 2013
5:15 P.M. COUNCIL CHAMBERS

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1. CALL MEETING TO ORDER
 2. APPROVAL OF AGENDA
 3. APPROVAL OF JUNE 19, 2013 MINUTES
 4. UPDATE ON POLICE RECORDS TECHNICIAN RECRUITMENT
 5. POLICE DEPARTMENT –
PROBATIONARY REPORT, OFFICERS MERCER
AND WEISMILLER
 6. OTHER BUSINESS



CIVIL SERVICE COMMISSION MEETING
MINUTES
WEDNESDAY, JUNE 19, 2013

The City of Centralia Civil Service Meeting was called to order at 5:17 pm by Chairman Willey.

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

AGENDA: Approval of the agenda as presented by the following:

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

MINTUES – Approval of the May 15, 2013 minutes as written by the following:

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

REQUEST FOR APPROVAL OF PROPOSED EXAMINATION PROCESS FOR POLICE RECORDS TECHNICIAN – Secretary/Examiner Stritmatter presented the Commission with a detail of the proposed process for hiring a Police Records Technician. Secretary/Examiner Stritmatter indicated that there were 80 applications that have been screened down to 42. Included in the application packet was a supplemental questionnaire which asked the applicants to rate their skills and abilities based on the job description. Commissioner Welsh asked how the supplemental questionnaire was developed. Commander Rich told them that it was developed based on the job description that was included in the application packet. The written test to be used is based on the last test given but will be updated to keep it fresh.

Based on the proposal that the secretary put together she would propose to take the top ten of the total scores of the supplemental questionnaire and the written/typing test to move on to interviews.

A motion was made to advance the top ten applicants to interviews based on the total scores of the supplemental questionnaire and the written/typing test. Moved as follows:

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

They also asked what the formatting meant. Secretary/Examiner Stritmatter explained that they will format or retype a letter based on information that is provided to them. It will be a pass or fail as we are looking to ensure that they can enter data as it is presented without error.

Testing will take place at the college sometime between the end of June and mid-July.

Approval of the proposed examination process for Police Records Technician by the following:

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

OTHER BUSINESS: Commissioner Hays asked if a letter had been sent to Jim Pace thanking him for his service. Secretary/Examiner Stritmatter indicated that one had gone out and was signed by the Mayor.

Commissioner Welsh moved to adjourn the meeting at 5:36 pm. Commissioner Hays seconded. Approved by a vote of 3 to 0.

Bob Willey, Chairman

Angie Stritmatter, Secretary/Examiner