

MINUTES OF THE AMES CIVIL SERVICE COMMISSION

AMES, IOWA

JANUARY 26, 2017

The Ames Civil Service Commission convened in regular session at 8:15 a.m. on January 26, 2017, in the Council Chambers of City Hall, 515 Clark Avenue. Because it was impractical for the Commission members to be present in person, Commission Members Crum, Pike, and Ricketts were brought into the meeting telephonically. Assistant City Manager Bob Kindred attended the meeting.

APPROVAL OF MINUTES: Moved by Pike, seconded by Ricketts, to approve the minutes of the December 15, 2016, Civil Service Commission meeting as written.

Vote on Motion: 3-0. Motion declared carried unanimously.

CERTIFICATION OF ENTRY-LEVEL APPLICANTS: Moved by Crum, seconded by Pike, to certify the following individuals to the Ames City Council as entry-level applicants:

Environmental Instrument & Control Technician:	Timothy Giffen	74
Human Resources Analyst:	Linda Munden	81
	Samantha Perry	81
	Dawn Shedarowich	75

Vote on Motion: 3-0. Motion declared carried unanimously.

CERTIFICATION OF PROMOTIONAL-LEVEL APPLICANTS: Moved by Pike, seconded by Ricketts, to certify the following individuals to the Ames City Council as promotional-level applicants:

Streets Maintenance Lead Worker:	Erick Hill	81
	Scott Lundquist	78
	Russ Dickerson	76
	Zach Landhuis	74
	Bill Latham	72
	John Anderson	72

Vote on Motion: 3-0. Motion declared carried unanimously.

REQUEST TO ABOLISH RECREATION COORDINATOR ENTRY-LEVEL CERTIFIED LIST: Assistant City Manager Bob Kindred explained that there are two candidates on an existing certified list for the Recreation Coordinator position. One person has been hired for the position, and, recently, a second opening in this classification occurred. Human Resources staff contacted the remaining candidate and asked him to communicate with Parks and Recreation Director Keith Abraham about his interest in the position. The candidate never made contact with Mr. Abraham, leaving staff to believe he has no interest. Staff is requesting that the Commission abolish the existing certified list so that a new entry-level list may be created.

Moved by Crum, seconded by Ricketts, to grant the request to abolish the Recreation Coordinator entry-level certified list.

Vote on Motion: 3-0. Motion declared carried unanimously.

COMMENTS: Mr. Kindred advised that the Human Resources Department has not been fully staffed for about two years, therefore, he has been delegated to serve as the staff liaison to the Civil Service Commission during the interim. He did note that strides are being made to fill vacancies. An HR Analyst was hired this week, and it is expected that a new Human Resources Officer will be hired next week.

The next regularly scheduled Civil Service Commission meeting was set for February 23, 2017, at 8:15 a.m.

ADJOURNMENT: The meeting adjourned at 8:19 a.m.

Michael R. Crum, Chair

Jill Ripperger, Recording Secretary