

**MINUTES OF THE REGULAR MEETING OF THE  
AMES CIVIL SERVICE COMMISSION**

**AMES, IOWA**

**DECEMBER 17, 2020**

The Regular Meeting of the Ames Civil Service Commission was called to order by Chairman Mike Crum at 8:15 a.m. on December 17, 2020. As it was impractical for the Commission members to attend in person, Commission Chairman Mike Crum and Commission Members Kim Linduska and Harold Pike were brought in telephonically.

**APPROVAL OF MINUTES OF NOVEMBER 19, 2020:** Moved by Pike, seconded by Linduska, to approve the Minutes of the November 19, 2020, Regular Civil Service Commission meeting. Vote on Motion: 3-0. Motion declared carried unanimously.

**CERTIFICATION OF ENTRY-LEVEL APPLICANTS:** Moved by Crum, seconded by Linduska, to certify the following individuals to the Ames City Council as Entry-Level Applicants:

|                                      |                             |     |
|--------------------------------------|-----------------------------|-----|
| <u>Transit Chief Safety Officer:</u> | Kevin Gries                 | 83  |
|                                      | Kierra Horton               | 81  |
| <u>Police Officer:</u>               | Cody McClarnon              | 84* |
|                                      | Raquel Holt                 | 76  |
|                                      | Cole Tweten                 | 71  |
|                                      | *Includes preference points |     |
| <u>Utility Accounts Technician:</u>  | Mackenzie Boileau           | 79  |
|                                      | Kari Vitzthum               | 75  |

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

**COMMENTS:** Commission Member Pike noted that there are two types of certified lists: entry-level and promotional. He asked to know what makes certain positions promotional and who can apply. Human Resources Director Bethany Jorgenson explained that in order to be eligible to apply for a promotional position, an employee must currently work in another Civil Service position on the promotional track. Employees who qualify for a promotional position may choose to laterally transfer, voluntary demote, or apply to be promoted. In all of those situations, the employee shall hold full Civil Service rights in the position. To be considered promotional, service in a lower level of the promotional track must reasonably be expected to result in the acquisition of the knowledge, skill, and ability necessary to meet the minimum qualifications of the higher level promotional job class. Entry-level positions are open recruitments; anyone may apply and compete for the position.

Director Jorgenson informed the Commission that the Human Resources recruiters are seeing far fewer applications for positions; therefore, it is possible that the lists of eligible candidates will be shorter and there may be a need to certify more lists. Although they are not certain why fewer people are applying, it appears that the majority of those who apply are well-qualified.

The next Regular Meeting of the Ames Civil Service Commission is scheduled for January 28, 2021, at 8:15 a.m.

**ADJOURNMENT:** The meeting adjourned at 8:16 a.m.

---

Michael R. Crum, Chairman

---

Diane R. Voss, City Clerk