

AMES, IOWA

MAY 25, 2017

The Ames Civil Service Commission convened in regular session at 8:15 a.m. on May 25, 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 Mike Crum, Harold Pike, and Charlie Ricketts were brought into the meeting telephonically. Human Resources Director Kaila Kenjar, Human Resources Officer Krista Hammer, and Vicki Hillock, Secretary, attended the meeting.

**APPROVAL OF MINUTES:** Moved by Pike, seconded by Ricketts, to approve the minutes of the April 27, 2017, 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:

Apprentice Substation Electrician:	Dillon Christopher	84
	Nathan Ihle	78
	Jeff Wycoff	85
Human Resources Officer I:	Krista Hammer	111
Human Resources Officer II:	Krista Hammer	115
	Amanda Blackman	99
Ice Arena Manager:	Aplonia Rybicki	74
Recreation Manager:	Amber Pedersen	81
	Jason Thraen	78

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

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

Mechanic:	Charles Pyke	79
	Randy Abel	74

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

**REQUEST TO ABOLISH RECREATION MANAGER ENTRY-LEVEL CERTIFIED LIST:**

Human Resources Director Kenjar explained that since the Recreation Manager list contains only one candidate (one of the candidates withdrew from consideration), the hiring department wants a competitive list of candidates. According to the Commission's adopted Policies and Procedures, the Commission may abolish an entry-level list when it has diminished to three or fewer eligibles. Therefore, staff is requesting that the current list be abolished so that a new recruitment may begin.

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

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

**COMMENTS:** Commission Member Pike questioned if anything further had occurred in reference to an applicant contesting that he didn't advance in the recruitment process for two Human Resources Department positions. HR Director Kenjar indicated that Assistant City Manager Kindred had been in conversations with this person. Once Mr. Kindred returned from vacation, he would be re-connecting with the applicant.

Ms. Kenjar reported that there will be a need for a special Civil Service Commission meeting in order to abolish an entry-level Planner list. Two of the three candidates on the list had declined the offer for this position. With only one candidate remaining, the Planning director wishes to abolish this list and begin a new recruitment.

The next regularly scheduled Civil Service Commission meeting was set for June 22, 2017, at 8:15 a.m.

**ADJOURNMENT:** The meeting adjourned at 8:22 a.m.

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Michael R. Crum, Chair

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Jill Ripperger, Recording Secretary