

MINUTES OF THE AMES CIVIL SERVICE COMMISSION

AMES, IOWA

OCTOBER 26, 2017

The Ames Civil Service Commission convened in regular session at 8:15 a.m. on October 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 Mike Crum and Charlie Ricketts were brought into the meeting telephonically. Commission Member Harold Pike did not participate. Human Resources Director Kaila Boothroy attended the meeting.

APPROVAL OF MINUTES: Moved by Crum, seconded by Ricketts, to approve the minutes of the September 28, 2017, Civil Service Commission meeting as written.

Vote on Motion: 2-0. Motion declared carried unanimously.

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

Procurement Specialist I:	Amanda Moore	83
	Amy Pollard	83
	Matt Julich	79
	Mike Drottz	76
Recreation Manager:	Nicholas Woods	81
	Ryan Bulson	76
Traffic Supervisor:	Brad Becker	86
	William Gordon	73

Vote on Motion: 2-0. Motion declared carried unanimously.

REQUEST TO EXTEND PURCHASING CLERK ENTRY-LEVEL CERTIFIED LIST: The Purchasing Clerk entry-level list was certified by the Commission at its November 17, 2016, meeting. One of the candidates on that list was offered and accepted the Purchasing Clerk position. This individual is now competing for another Civil Service position and could potentially be promoted. If that would occur, the hiring department would like to use this current list to fill the vacancy.

Since the list will expire on November 17, 2017, it is being requested that the current entry-level list be extended for two months so that the hiring process may be completed. The expiration date of this certified list will then be January 17, 2018.

Moved by Crum, seconded by Ricketts, to grant the request to extend the expiration date of the Purchasing Clerk entry-level certified list to January 17, 2018.

Vote on Motion: 2-0. Motion declared carried unanimously.

COMMENTS: The next regularly scheduled Civil Service Commission meeting was set for November 16, 2017, at 8:15 a.m.

ADJOURNMENT: The meeting adjourned at 8:20 a.m.

Michael R. Crum, Chair

Jill Ripperger, Recording Secretary