

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

AMES, IOWA

APRIL 22, 2021

The Regular Meeting of the Ames Civil Service Commission was called to order by Chairperson Mike Crum at 8:15 a.m. on April 22, 2021. As it was impractical for the Commission members to attend in person, Commission Chairperson Mike Crum and Commission Member Harold Pike were brought in telephonically. Commission Member Kim Linduska was absent.

ELECTION OF OFFICERS: Moved by Pike, seconded by Crum, to elect Mike Crum as Chairperson of the Civil Service Commission.

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

Moved by Pike, seconded by Crum, to elect Kim Linduska as Vice-Chairperson of the Civil Service Commission.

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

APPROVAL OF MINUTES OF MARCH 25, 2021: Moved by Crum, seconded by Pike, to approve the Minutes of the March 25, 2021, Regular Civil Service Commission meeting.

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

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

<u>Cross Connection Control Coordinator</u>	Ryan Cable	78
	Shawn Cole	74
<u>Principal Clerk - CyRide</u>	Cheryl Spencer	83
	Wendy Van Dyke	77
<u>Electric Services Maintenance Superintendent</u>	Michael O’Sullivan	80*
<u>Maintenance Worker - Streets</u>	Corey Tjaden	79
	Cole LaFollette	75
	Andrew Lehman	75
	Tony Sejaan	75*
	Brad Spies	73
	Luke Hinderaker	71
<u>Maintenance Worker - Utilities</u>	Tyler Petersen	71
	Corey Tjaden	79
	Rick Breault, Jr.	77
	Cole LaFollette	75
	Andrew Lehman	75
Tony Sejaan	75*	
Brad Spies	73	
Luke Hinderaker	71	
Tyler Petersen	71	

*Includes Preference Points

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

REQUEST TO REMOVE NAMES FROM POLICE OFFICER CERTIFIED LIST: Human Resources Director Bethany Jorgenson clarified that the original Police Officer List was certified by the Commission on June 25, 2020, with eight candidates. Five candidates were hired from that List. Two of the remaining candidates withdrew from the process, and the other remaining candidate declined an Offer of Employment due to accepting another position outside of the City of Ames. The next List was certified by the Commission on December 17, 2020, with three candidates. All three candidates withdrew from the process. The Human Resources Department is now requesting that the six candidates who have formally withdrawn from the process be removed from the Certified List, as allowed by Section 4.5 of the *Civil Service Commission Policies and Procedures*.

Moved by Pike, seconded by Crum, to approve the removal of the names of the six candidates who formally withdrew from the process from the Certified Civil Service List for Police Officer.

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

REQUEST TO REMOVE NAMES FROM PUBLIC SAFETY DISPATCHER CERTIFIED LIST: Human Resources Director Bethany Jorgenson explained that the original Public Safety Dispatcher List was certified by the Commission on October 22, 2020, with seven candidates. Two candidates were hired from that List. Two candidates have withdrawn from the process due to accepting other positions outside of the City of Ames. According to Section 4.5 of the *Civil Service Commission Policies and Procedures*, candidates shall have their name removed from the Certified List whenever they have: requested to have their name removed, refused an interview or an Offer of Employment, requested not to be considered for the vacancy, failed to respond to a written notice, or if the person is subsequently found unqualified or has reference, credit, and/or background check results that do not provide indicators of future success in the position. The Human Resources Department is requesting to remove the names of the remaining three candidates from the Civil Service List for Public Safety Dispatcher in order to allow for a new open recruitment process to begin. Staff also requested to exhaust the remaining list of three candidates since they do not satisfy all of the elements desired for the role after job shadowing was conducted.

Moved by Crum, seconded by Pike, to approve the removal of the names of the three remaining candidates from the Certified Civil Service List for Public Safety Dispatcher and to subsequently exhaust that List, as allowed by Section 4.5 and Section 4.2 , respectively, of the *Civil Service Commission Policies and Procedures*.

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

COMMENTS: The next Regular Meeting of the Ames Civil Service Commission is scheduled for May 27, 2021, at 8:15 a.m.

ADJOURNMENT: The meeting adjourned at 8:24 a.m.

Michael R. Crum, Chairperson

Diane R. Voss, City Clerk