

Personnel Commission Meeting

February 25, 2021

The meeting was called to Order at 4:30pm

Present: Kyle Mitchell, Lauren Cooper

The committee agreed to excuse the absence of Jennifer Hemminger

Staff: City Manager – Michael Doss, Water Department Supervisor – Joe Casteel and
Administrative Assistant- Jackie Bain

Mr. Mitchell made a motion to approve the December 28, 2020 minutes; seconded by Ms. Cooper. All ayes and the motion carried.

WATER OPERATOR I VACANCY

Mr. Doss explained the process of advertising and applications received in. Nine applications were received. The next step is to schedule a test and to set a threshold, a certain percentage that the applicants will need to score. Once the tests are completed, they grade the tests, and we will take any of those that are above the threshold established to make the eligibility list and we will come back to the personnel board and certify that list. Mr. Doss and Joe Casteel will be the interview panel. Staff would like to schedule a testing date of Saturday, March 13th, from 9am until 10:30am in the Harry Hodges Conference room. Applicants will be advised of the time so that they can schedule accordingly. Once the test results are in, Mr. Doss and Mr. Casteel will return to the Personnel Commission sometime between the middle to end of March so that the commission can certify the eligibility list. Then they can interview the candidates and do background checks. Mr. Doss hopes to offer the position to someone by the end of March or the first part of April. Mr. Mitchell and Ms. Cooper approved of the recommendations brought before the commission.

There being no further business, Mr. Mitchell made a motion to adjourn the meeting at 4:40 p.m.; seconded by Ms. Cooper. All ayes and the motion carried.

Respectfully submitted,
Jackie Bain
Administrative Assistant

Approved by Kyle Mitchell, Lauren Cooper via email on February 26, 2021.