

**Personnel Commission Meeting
March 18, 2021**

The meeting was called to Order at 4:30pm

Present: Kyle Mitchell, Jennifer Hemminger

The committee agreed to excuse the absence of Lauren Cooper

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

Mr. Mitchell made a motion to table the approval of the February 25, 2021 minutes until the next meeting. Seconded by Ms. Hemminger

WATER OPERATOR I VACANCY

Mr. Doss and Mr. Casteel returned to the Personnel Commission to certify the eligibility list. Mr. Doss explained the results of the testing that occurred on March 13th held at City Hall in the Harry Hodges Conference room. Mr. Doss reviewed with the Commission members the Personnel Commission Rules and Regulations:

Personnel Commission Rules and Regulations
Chapter 7, Section 7.01 Minimum Passing Score

B) Where such minimum passing score is unavailable and if the Commission has not established another minimum passing score, the minimum passing score shall be 70%. However, if at least two applicants do not pass, the minimum passing score will be revised to one standard deviation below the mean score of all applicants taking the test on that date.

The Personnel Commission approved a minimum score of 85%. Only one applicant scored at/or above the established minimum score. (86%). Based on the one applicant scoring above the established minimum score the exam was not competitive to initiate an eligibility list without implementing the mean score and standard deviation formula as prescribed in Chapter 7, Section 7.01 (B) of the Personnel Commission Rules and Regulations.

One standard deviation below the mean score of 74.33% is 62.34% or 62% (rounded).

Mr. Mitchell and Ms. Hemminger with no further questions approved the eligibility list as presented.

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

Respectfully submitted,

Jackie Bain Administrative Assistant

Approved by Kyle Mitchell, Jennifer Hemminger via email on March 22, 2021.