



CIVIL SERVICE MEETING MINUTES
Wednesday, February 11, 2015, 5:15 PM
Fire Station 42, 4321 NW Parker Street

Ron Goodpaster Chairman
Tanis Knight Commissioner
Lynn Valenter Commissioner

Alicia Ramsey Secretary / Chief Examiner

Present: Lynn Valenter, and Tanis Knight

Excused: Ron Goodpaster

I. MINUTES TO BE APPROVED

II. MEETING ITEMS

A. Certification of Civil Service Employee Lists

-  [Employee List Fire - January 2015](#)
-  [Employee List Police - January 2015](#)

Commissioner Knight moved to approve the presented employee lists for the Police and Fire Departments; Commissioner Valenter seconded.

B. Fire Department
Administrative Support Assistant II test overview
Approval of eligibility list

A hiring test was held for the Fire Department's Administrative Support Assistant II position. There were 28 candidates at the written test that was held this past Saturday. The candidates with the 12 highest scores were invited to participate in the oral board interviews and multi-tasking test that was held on Monday. The Commission was presented with the hiring eligibility list for the five candidates that passed all phases of the hiring test. The list was signed by both Commissioners present.

III. ADJOURNMENT

The meeting was adjourned at 5:25.

Respectfully submitted:

Alicia Ramsey
Secretary / Chief Examiner