

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held September 5, 2024

Call to Order

Merit System Commission Meeting Call to Order at 11:00 AM

Mary Woeste	Chair	Present
Jim Kempe	Member	Present
Dave Rodehaver	Member	Present

Staff Members Present: Police Chief Craig Richardson, Public Information Officer Aaron Vietor, and Clerk of Council Amy Brown

Approval of Minutes

Merit System Commission Meeting Minutes - August 1, 2024

Mrs. Woeste asked if there were any changes or corrections to the August 1, 2024 Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Business

MSC Rule Change - Rule 10 - Examinations

Chief Richardson thanked the Merit System Commission members for their consideration regarding this rule change.

Mrs. Woeste read the first reading of the proposed rule change, under Rule 10: Conduct of Examination, Section 2. She read, *For original appointment positions, examinations may consist of, but are not limited to, any one or more of the following types:*

- 1. Written Examination: Designed to determine the familiarity of candidates with the knowledge required for the position sought, the range of their general information and to ascertain special aptitudes, when required.*
- 2. Performance Examination: Includes such tests of performance as would determine the ability of candidates to perform the work involved.*
- 3. Oral Examination: A personal interview designed to determine the ability of the candidates to perform the duties of the position to be filled, i.e., the ability to deal with others, to supervise, or other qualifications.*
- 4. Experience and Competency Ratings: A structured format permitting the evaluation and rating of previous experience, education, or training in particular areas determined to be relevant and useful to executing the duties and responsibilities of the position to be filled. Experience ratings may be used to rank order candidates on eligible lists or for non-competitive classified positions where it is impractical to ascertain the merit and fitness of applicants through traditional examinations.*

Other Business

The members determined the next meeting would be on Thursday, October 3 at 11:00 AM.

Adjournment

Adjournment at 11:09 PM



Mary Woeste

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ATTEST: Clerk of Council Amy Brown