

# CIVIL SERVICE COMMISSION

June 16, 2017

Commissioners Present: Commissioner David Gibney  
Commissioner Susan Weed

Commissioners Absent: Commission Chair Doug Cox

Also Present: Kimberly Carper, Secretary/Chief Examiner  
Gary Jenkins, Police Chief

The Special Meeting was called to order at 9:00 am by Commissioner Weed.

## ITEMS OF BUSINESS:

1. The first item of business was **Consideration and Approval of the Police Code Enforcement Officer Job Description.**

Chief Jenkins thanked the Commissioners for holding a special meeting. He explained that on Tuesday, June 13, 2017, the Council approved to combine the Police Code Enforcement Officer I and Police Code Enforcement Officer II positions into a single job description. The number of CEO positions remains the same, and they will perform the same activities.

Commissioner Weed stated she saw no problems with approving the new, single job description. Commissioner Gibney asked how the current CEOs feel about the change. Chief Jenkins replied that they welcome the change and indicated they still needed to bargain with the labor union on the specifics, but the labor union has been supportive of the change.

- a. Commissioner Gibney motioned to **approve the Police Code Enforcement Officer Job Description.** Commissioner Weed seconded the motion. It was approved with no further discussion.
2. The second item of business was **Consideration and Approval of the Police Code Enforcement Officer Job Announcement.**

Secretary/Chief Examiner Carper stated that the position would be opened internally only. Commissioner Weed asked what the current pool looked like. Chief Jenkins stated he knew of one, possibly two Records Specialists interested in the role. Commissioner Gibney asked for clarification that the position would be opened internally to all City employees, not just those in the Police Department. Chief Jenkins confirmed the position would be opened to all City employees.

- a. Commissioner Gibney motioned to **approve the Police Code Enforcement Officer Job Announcement.** Commissioner Weed seconded the motion. It was approved with no further discussion.

## CIVIL SERVICE COMMISSION

3. The third item of business was **Consideration and Approval of the Police Code Enforcement Officer Recruitment Process.**

Secretary/Chief Examiner Carper reiterated that the position would be opened internally to all City employees. She then stated that qualified candidates would be interviewed by a panel, and that a list would then be brought to the Commission for certification.

- a. Commissioner Gibney motioned to **approve the Police Code Enforcement Officer Recruitment Process.** Commissioner Weed seconded the motion. It was approved with no further discussion.

Commissioner Gibney moved to adjourn; Commissioner Weed seconded, and the Special Meeting was adjourned at 9:05 am.

Respectfully submitted:

\_\_\_\_\_

Chair

\_\_\_\_\_

Secretary/Chief Examiner

Date: \_\_\_\_\_