



CITY OF SHELTON

Civil Service Meeting Minutes
April 25, 2019 – 9:30 a.m.
Shelton Civic Center – Meeting Room

Present: Commission Members: Chairperson Marilyn Vogler, and Commissioner John Tarrant. Commissioner #3 position is vacant.

Commission Secretary/Examiner (S/E): Mari Herold

City Staff: Meegan Crossan, Darrin Moody

Meeting Called to Order: Commissioner Vogler called the meeting to order at 9:27 AM

Staff Requests:

1. Certify the ranked Eligibility Register from the Records/Evidence Clerk examination held on April 5, 2019.

After a brief discussion, a motion was made, and seconded; a vote was taken and the motion passed to certify the Eligibility Register from the Records/Evidence Clerk examination held on April 5, 2019

2. Approve Lateral List

After a brief discussion, a motion was made, and seconded; a vote was taken and the motion passed to approve the current Lateral List

3. Approve Entry Level List

After a brief discussion, a motion was made, and seconded; a vote was taken and the motion passed to approve the current Entry Level List

4. Approve new Record/Evidence Clerk II Job Description

After a brief discussion, a motion was made, and seconded; a vote was taken and the motion passed to approve the Record/Evidence Clerk position, PROVIDED, that we add bilingual preferred language to this job description, and all Civil Service job descriptions going forward.

General Discussion:

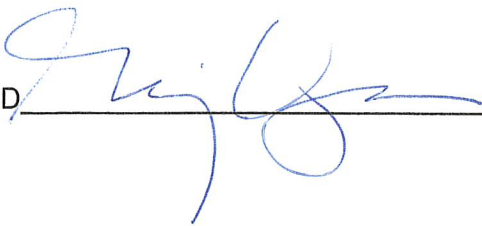
1. Chief Moody gave the Commission an overview of the Records/Evidence Clerk candidate pool.

2. S/E Herold advised that the City has had no interest/inquiries in the Civil Service Commissioner vacancy.
3. Next Meeting Scheduled for August 15, 2019.

Public Comment: There was no public comment.

The meeting was adjourned at 9:55 AM

Submitted by: Mari Herold

APPROVED  _____ Chair Marilyn Vogler