

**CITY OF FRANKLIN  
CIVIL SERVICE SUB-COMMITTEE MEETING MINUTES  
May 8, 2014**

I. The May 8, 2014 Civil Service Sub-Committee Meeting was called to order at 2:01 p.m. in the Alderman's Room of City Hall. Members present were Brunner, Barber and Green. Alderman Dandrea was excused. Human Resources Coordinator Zahn was also in attendance.

II. Approval of the Minutes from April 7, 2014.

Motion by Member Green and seconded by Member Barber to approve the minutes from 4/7/2014. Motion Carried: Ayes – All.

III. Approval of an Internal/External Hiring List for an Administrative Clerk

Human Resource Coordinator Zahn explained that the list is separated into 4 sections. We would fill the position, per Civil Service policy, by the order of the various sections.

Motion by Member Barber and seconded by Member Green to approve the 2 external applicants that have shown they have the preferred posted experience, the 2 internal applicants (with the one internal applicant from last July still eligible), and the 48 external applicants that do not have the preferred experience. Motion Carried: Ayes – All.

IV. Decertification of an External Hiring List for Clerk/Typist from July 2013

It was discussed that all applicants from last year's list that had the preferred experience had already been interviewed. We would like to create a new listing to see if there were any new candidates that had the preferred experience.

Motion by Member Green and seconded by Member Barber to decertify the 2013 list. Motion Carried: Ayes – All.

V. Adjournment

Motion by Member Barber and seconded by Member Green to adjourn at 2:08 p.m. Motion Carried: Ayes – All.