

**CITY OF FRANKLIN
CIVIL SERVICE SUB-COMMITTEE MEETING MINUTES
August 20, 2012**

- I. The August 20, 2012 Civil Service Sub-Committee Meeting was called to order at 5:15 p.m. by Chairperson Brunner in the Alderman's Room of City Hall.

Members present were Brunner, Barber, and Green. Alderman Olson and Member Wikel were excused. Human Resources Coordinator Zahn was also in attendance.

- II. Approval of Minutes from 7/16/2012.

Motion by Member Barber and seconded by Member Green to approve the minutes as written. Motion Carried: Ayes – All.

- III. a. Certification of an Internal Hiring List for the position of Heavy Equipment Operator.

Human Resources Coordinator Zahn explained that only one internal candidate applied for this position. The applicant passed the written test and was given a driving test which he did well on. Motion by Member Green and seconded by Member Brunner to approve accept the applicant for this position. Motion Carried: Ayes – All.

- b. Certification of an Internal Hiring List for the position of Clerk/Typist

Human Resources Coordinator Zahn explained that we received numerous applications but only 3 had the preferred experience that was listed in the job advertisement. Motion by Member Barber and seconded by Member Green to accept the 1st three applicants on the list. Motion Carried: Ayes – All.

- c. Certification of an Internal Hiring List for the position of Secretary.

Human Resources Coordinator Zahn explained that about half of the applicants met our minimum requirements and were invited to the written test. None of the applicants passed the written exam. Motion by Member Green and seconded by Member Barber to not certify any of the applicants on the list. Motion Carried: Ayes – All.

- IV. Future Meeting Dates and Agenda Items

It was discussed that we will be having 3 more lists that will need certification within the next month to 6 weeks.

- V. Adjournment

Motion by Member Green and seconded by Member Barber to adjourn at 5:25 p.m. Motions Carried: Ayes – All.