

**CITY OF FRANKLIN  
CIVIL SERVICE SUB-COMMITTEE MEETING MINUTES  
January 4, 2011**

- I. The January 4, 2011 Civil Service Sub-Committee Meeting was called to order at 12:30 p.m. by Chairperson Brunner in the Alderman's Room of City Hall.

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

- II. a. Certification of a Hiring List for the position of Secretary – City Clerk's Office  
b. Certification of a Hiring List for the position of Clerk/Typist – City Clerk's Office.

HR Coordinator Zahn explained that 4 people had applied for the two positions with some overlap of candidates. Both items were discussed as one. It was explained that HR felt that two candidates had shown that they met the minimum requirements of the job. The other two candidates were not felt to have the necessary experience for the position.

Motion by Member Wikel to certify all four candidates that had apply and have them all tested. Motion died for lack of a second.

Motion by Member Green and seconded by Member Barber to certify the two candidates as recommended by Human Resources. Motion Carried: 3 Ayes, 1 No (Wikel)

- III. Future Business

Future business will be dependent on who is selected for the two open positions.

- IV. Future Meeting Dates and Times

No Action Taken

- V. Adjournment

Motion by Member Wikel and seconded by Member Green to adjourn the January 4, 2011 Civil Service Sub-Committee Meeting at 1:10 p.m. Motion carried: Ayes-All.