

**CITY OF FRANKLIN
CIVIL SERVICE SUB-COMMITTEE MEETING MINUTES
May 19, 2014**

I. The May 19, 2014 Civil Service Sub-Committee Meeting was called to order at 7:10 p.m. in the Hearing Room of City Hall. Members present were Brunner, Barber, Green, and Alderman Dandrea. Human Resources Coordinator Zahn was also in attendance.

II. Approval of the Minutes from May 8, 2014.

Motion by Member Green and seconded by Member Barber to approve the minutes from 5/8/2014. Motion Carried: Ayes – All.

III. Approval of an External Hiring List for Clerk/Typist

Human Resource Coordinator Zahn explained that the list is separated into 2 sections. The top section are those applicants that meet the minimum qualifications of the job. The bottom section of applicants are recommended not to be certified as they either do not have the required experience, submitted their application past the posted deadline, or submitted no required on-line application.

Motion by Member Green and seconded by Alderman Dandrea to approve top section of the listing as recommended. Motion Carried: Ayes – All.

IV. Adjournment

Motion by Member Barber and seconded by Member Green to adjourn at 7:14 p.m. Motion Carried: Ayes – All.