

Approved October 15, 2012

**CITY OF FRANKLIN  
CIVIL SERVICE SUB-COMMITTEE MEETING MINUTES  
September 17, 2012**

- I. The September 17, 2012 Civil Service Sub-Committee Meeting was called to order at 5:30 p.m. by Vice-Chairperson Wikel in the Alderman's Room of City Hall.

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

- II. Approval of Minutes from 8/20/2012.

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

- III. a. Certification of an External Hiring List for the position of Library Assistant.

Human Resources Coordinator Zahn explained that applicants on the bottom of the list were not invited in for testing as they either did not meet the minimum requirements of the position or applied late. Several also were no shows to the exam. Of the top section of the listing, we have normally certified the applicants that scored above a 70% on each of the 4 portions of the exam. Motion by Member Green and seconded by Member Barber to approve the top 6 names on the list. Motion Carried: Ayes – All.

- b. Certification of an External Hiring List for the position of Library Shelver

Human Resources Coordinator Zahn explained that four applicants should be excluded. One did not meet the age requirement and three failed to submit proper applications. Motion by Member Green and seconded by Member Barber to accept all applicants except the bottom four on the list. Motion Carried: Ayes – All.

- IV. Future Meeting Dates and Agenda Items

It was discussed that we will need certification of the Custodian and S&W Tech lists in the next few weeks.

- V. Adjournment

Motion by Member Barber and seconded by Member Green to adjourn at 5:35 p.m. Motion Carried: Ayes – All.