

Urbandale Civil Service Commission Minutes
Monday, October 3, 2011

The Urbandale Civil Service Commission met at 4:45 p.m. on Monday, October 2, 2011 at the Urbandale City Council Chambers, 3600 86th Street. Answering roll call were the following Commissioners: Janet Trentmann, Sara Schuler, Clifford Swartz. Absent: none. Also present were Human Resources Director Jennifer Hubbard, Human Resources Generalist Kate Kanne, Police Chief Ross McCarty, City Clerk Deb Mains.

Chair Swartz read the CHARACTER COUNTS! statement.

Trentmann moved, seconded by Schuler to approve the Agenda as posted. On roll call, Ayes: Trentmann, Schuler, Swartz. Nays: none. Motion carried.

Trentmann moved, seconded by Swartz to approve the August 31, 2011 Commission minutes as written. On roll call, Ayes: Trentmann, Swartz. Nays: none. Abstain: Schuler. Motion carried.

The Human Resources Director reviewed the Administrative Assistant testing process and Certified List with the Commissioners.

Following discussion, Trentmann moved, seconded by Schuler to approve the Certified List for the classification of Administrative Assistant. On roll call, Ayes: Trentmann, Schuler, Swartz. Nays: none. Motion carried.

The Human Resources Director advised the Police Department recently received a grant award to hire two officers. That hiring will be done from the current Certified List.

With no further business to come before the Commission, the meeting was adjourned at 4:50 p.m.

Clifford Swartz, Chair

Attest: _____
Debra Mains, City Clerk