



**Civil Service Commission  
Regular Meeting – Minutes  
January 8, 2019**

The Marion Civil Service Commission met on Tuesday, January 8, 2019 at 8:30 a.m. in Room 136 at City Hall. Commission members present were Paul Rehn, Sharon Mettler and Grant Hagen. Absent: None. Also present Fire Chief Deb Krebill, HR Manager Jen Ketelsen, IT Manager Terrell Hunter, Building Official Gary Hansen and Commission Clerk Rachel Bolender.

Moved by Mettler, seconded by Grant to approve the minutes of the December 4, 2018 meeting. All in favor, motion carried.

Moved by Mettler, seconded by Hagen to receive and file memo from the Police Department regarding new hires.

Moved by Hagen, seconded by Mettler to receive and file memo from the Building Department regarding Permit Tech position. Gary Hansen would like to require an ICC Certification for permit techs. If applicant does not have at time of hire, would need to obtain in a year. Commission member Hagen asked where you can get certification. Gary stated testing can be done from own computer or there is a location down in Coralville. All in favor, motion carried.

Moved by Mettler, seconded by Hagen to proceed with permit tech hiring process and use certification as testing requirement. All in favor, motion carried.

The IT System Administrator position was discussed. Terrell Hunter explained the scoring process and recommended certifying the top 9 candidates.

Moved by Mettler, seconded by Hagen to certify list for IT System Administrator as follows:

Joshua Carrera  
Andrew Chardoulis  
Kevin Doull  
Brandon Gilbert  
Joshua McCoy  
Zach Parker  
Orwa Smadi  
Joshua Stoos  
Derek Wilcox

All in favor, motion carried.

Fire Chief Deb Krebill stated they are hoping to have testing for Battalion Chief in May. She reminded the commission that this will be promotional and is looking for three Battalion Chiefs.

Commission Member Mettler stated we need to add to next agenda an item to exhaust the police officer certified list. Would like representative from Police to attend to explain why list needs to be exhausted.

With there being no further business, moved by Hagen, seconded by Mettler to adjourn the meeting at 9:10 a.m. All in favor, motion carried.

Rachel Bolender, Civil Service Commission Clerk