

Fife Civil Service Commission Special Meeting Minutes

January 21, 2014
4:00PM

Minutes

Fife City Hall
Puyallup Room

CALL TO ORDER AND ROLL CALL:

PRESENT: Jay Marks, Kory Edwards, Stefanie McCauley and Bob Thornhill..
Special Guest: None

NEW BUSINESS: The commission was called together to appointment a new Civil Service Secretary Chief Examiner. Kory called the meeting to order at 4:15 pm. Secretary McCauley asked if the commission would like to interview Jan Kurz, or consider other candidates, such as City Clerk Carol Etgen for the position. The committee felt no need to interview Jan or anyone else. They unanimously wanted to move forward with electing Jan Kurz to serve as Civil Service Secretary Chief Examiner.

Jay Marks made a motion to hire Jan Kurz as the new Secretary Chief Examiner, seconded by Kory Edwards. He said they have been very pleased working with Jan and that she has been doing the job for the past couple years and has been doing a great job. Passed unanimously.

HR Manager Stefanie McCauley passed out a revised version of the Civil Service Secretary Chief Examiner job description. After a discussion, Jay Marks made the motion to accept the job description with the suggested changes. Bob Thornhill seconded, passed unanimously. Kory mentioned that the new changes should include that the secretary should be able to stand up to internal pressures, Jay agreed, and suggestions were , and Stefanie was to make the changes.

Jay Marks made a motion to accept the job description with the suggested changes, seconded by Bob Thornhill, passed unanimously.

ADJOURNMENT: Kory adjourned the meeting at 4:22 pm.