

**CIVIL SERVICE COMMISSION
MEETING MINUTES
JULY 29, 2025**

The Civil Service Commission meeting was called to order at 8:35 a.m. by Chairman Mike Murphy. In addition to Mr. Murphy, the meeting was attended by Drew Griffith, and Kelly Chalfant. Commission member Jeff Klein was absent.

The meeting minutes from the June 12, 2025, meeting were approved unanimously with no changes.

Ms. Chalfant and Elaine Bishop gave a brief overview of the two recent Civil Service Exams given on July 11, 2025, for a general laborer, and July 18, 2025, for a light equipment operator. These vacancies are in the Department of Public Utilities.

There were 61 applications submitted for the General Laborer position. One candidate withdrew before the testing date. Sixty candidates were invited to test, and 37 showed up for testing. Of those 37 who attended the exam, 23 candidates passed. Per the Civil Service Rules, the candidates with the top 12 scores (six per vacancy) will be scheduled for interviews.

There were 22 applications submitted for the LEO position; 12 of those candidates did not meet the minimum qualifications of holding a Commercial Driver's License. The remaining 10 candidates were invited back for testing. There were 4 no shows. Six candidates were tested, and all six passed the exam. All six candidates will be scheduled for interviews.

The eligibility lists of those candidates who passed the exams, and their scores, were presented to and reviewed by the Commission. A motion was made to approve the eligibility lists for the General Laborer and the Light Equipment Operator positions by Mr. Griffith and seconded by Mr. Murphy. Both voted in favor of certifying the lists.

With no other business before the Commission, the meeting was adjourned at 8:46 a.m.