

# City of Circleville

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## Civil Service Commission

City Administration Building  
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Matthew Tootle  
Chairperson

Stacy Young  
Vice-Chairperson

Amy Elsea  
Member

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## Regular Meeting Agenda

Date: Tuesday, May 13, 2025, 8:30 am

- I. Roll Call
- II. Approval of Agenda
- III. Reading/Approval of Minutes - Transcripts
  - A. Friday, March 14, 2025
  - B. Tuesday, April 8, 2025
- IV. Reports/Correspondence
  - A. Full-time entry-level Wastewater Operator – April Eblin
  - B. Pre-disciplinary conference – Troy Rieder
  - C. Police Captain oral examination for lateral transfer is scheduled for Wednesday, May 21, 2025.
- V. Unfinished Business
  - None
- VI. New Business
  - A. Eligibility list-Police Officer full-time & Police Cadet
  - B. Eligibility list-Communications Officer full-time
  - C. Eligibility list-Service Department Maintenance Worker I full-time
  - D. Eligibility list- Communications Supervisor
  - E. Open application period for Water Plant Operator/Utilities Department-note, no suitable candidates on the previous list were found. Request to reopen application period.
  - F. Recommendation to explore Rule Two regarding the Commission's clerical needs.
  - G. Civil Service Commission Secretary Job Description.
- VII. Public/Informal Time
- VIII. Adjournment