

**MINUTES OF THE REGULAR MEETING OF THE  
CITY OF BROOKLYN CIVIL SERVICE COMMISSION  
WEDNESDAY, FEBRUARY 18, 2015 5:00 PM**

Organizational Meeting called to order at 5:00 p.m.

**MEMBERS PRESENT:** Chairman Joe Magrey, Commissioner Sonia Brown and Commissioner Kay Hutkay.

**MEMBERS ABSENT:** None.

**MOTION** by Chairman Magrey, second by Commissioner Brown to approve the minutes of the regular meeting held Wednesday, January 21, 2015.

**VOTE RESULTED:** Yeas – Magrey, Brown and Hutkay. Nays – None.

Human Resources Consultant, Kevin Shebesta gave a brief background on the history of the position of Recreation Manager and the language regarding whether the position is a classified or unclassified position. Mr. Shebesta provided the Commission with historical Ordinances for the position. The position of Ice Rink Manager which is currently termed Recreation Manager appears to be still a classified position reporting to the Director of Public Service. This position would remain classified until such time as Council would take formal action to make the position unclassified.

After further discussion, Chairman Magrey asked Mr. Shebesta if the Commission needed to act on anything this evening.

Based on the discussion and information provided by Kevin Shebesta, Human Resources Consultant the Commission concurs based on Ordinance history and memorandum of Kevin Shebesta that the Recreation Manager position is a classified position within the City of Brooklyn.

Melinda Holmes was also present at the meeting to provide the Commission with a more detailed account of the process of an Assessment Center. Melinda was accompanied by Mr. Jeff Huber one of the Assessors at the last Assessment. Ms. Holmes informed the Commission that in an Assessment Center the activities are designed to have Assessors observe the behaviors of candidates in job situations that the candidate would be placed in for the position being tested. Each candidate is given the same exercises, amount of time, tools and everything is on an equal playing field. Ms. Holmes and Mr. Huber reviewed scoring, activities, along with the rolls of the Assessors. All Assessors review all candidates at various times so that no one Assessor is given the same candidate for all activities. Candidates and Assessors are assigned anonymously. Mr. Huber reviewed a typical activity that would be observed with the Commission.

The Commission is pleased with the results of the Assessment Center and would like to utilize this style of testing more in the future.

There being no other business to come before the Commission, **MOTION** by Chairman Magrey, second by Commissioner Brown to adjourn.

**VOTE RESULTED:** Yeas – Magrey, Brown and Hutkay. Nays – None.

Meeting adjourned.