

CITY OF MASON CITY

**CIVIL SERVICE COMMISSION  
MINUTES**

The Mason City Civil Service Commission met on Monday, March 10, 2025, at 8:15 a.m. in the Human Resources Conference Room, City Hall, Mason City, Iowa.

**Commissioners Present:** Mike Svejda; Patty Holmgaard-Ott; Jodi Korth

**Commissioners Absent:** NA

**Others present:** Perry Buffington, Director of Human Resources; Mikkiah Reindl, Commission Clerk

**Agenda/March 10, 2025**

Moved by Commissioner Holmgaard-Ott and seconded by Commissioner Svejda to accept the agenda.

Discussion: None.

On roll call, the vote was as follows: Yea, all (motion was declared carried).

**Approve Minutes of January 30, 2025 meeting**

Moved by Commissioner Svejda and seconded by Commissioner Korth to approve the minutes.

Discussion: None

On roll call, the vote was as follows: Yea, all (motion was declared carried).

**Finance Department**

**Request permission to establish an internal Data Processing Specialist list of candidates.**

Moved by Commissioner Holmgaard-Ott and seconded by Commissioner Korth to establish an internal Data Processing Specialist list of candidates.

Discussion: Director Buffington stated the position was open due to a promotion. The job description was updated to reflect more on what the job responsibilities are and renamed the job to Data Processing Specialist. Qualifications have not changed, and the test is adequate to determine whether they meet those requirements. Buffington asks permission to establish an internal Data Processing Specialist.

On roll call, the vote was as follows: Yea, all (motion was declared carried).

**Finance Department**

**Request permission to establish an external Data Processing Specialist list of candidates.**

Moved by Commissioner Svejda and seconded by Commissioner Holmgaard-Ott to establish an external Data Processing Specialist list of candidates.

Discussion: Director Buffington stated that the Specialist position tends to be an entry point rather than a promotional position for many employees. Buffington stated he isn't confident The City will have internal candidates so he asks for permission to establish an external list of candidates if needed.

On roll call, the vote was as follows: Yea, all (motion was declared carried).

**Adjournment**

Moved by Commissioner Holmgaard-Ott and seconded by Commissioner Korth to adjourn the meeting.

On roll call, the vote was as follows: Yea, all (motion was declared carried).

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Mikkiah Reindl, HR Records Specialist

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Mike Svejda, Commission Chair