

CIVIL SERVICE COMMISSION MEETING MINUTES

Monday, April 20, 2015

12:00 p.m. – City-Service Building – Front Conference Room

Present: CSC Members: Chairman S. Korhn, N. Walker, L. Myers, And Clerk A. Scribner
Guests: T. Schroeder, HR Manager

CALL TO ORDER

The meeting was called to order at 5:25 pm in the front conference room at City Hall, 631 Perry Street by Chairman S. Korhn. Clerk Scribner reported that all Sunshine Law notices have been complied with.

1. **Approval of March 16, 2015 Civil Service Commission Meeting Minutes.**

Motion: The motion was made by L. Myers, seconded by N. Walker to approve the Civil Service Commission (CSC) meeting minutes of March 16, 2015. All members voted aye, the motion carried.

2. **Change to Fire Fighter Agility Test:** Clerk Scribner reported that Chief Wilkins has requested a change in the entry level fire fighter agility test. Chief Wilkins has requested that the 75 ft ladder climb be replaced with a chopping simulator. Clerk Scribner noted that former Chief Schmaltz had requested the ladder climb agility item during his tenure replacing the chopping simulator. Chief Wilkins is requesting that the chipping simulation be returned as one of the agility items. CSC members reviewed the outline provided for each of these agility items and all members agreed that the change requested was reasonable.

Maintenance Mechanic WPC: T. Schroeder reported that an open position exists at WPC for a maintenance mechanic. Clerk Scribner reported that is a current certification list that expires August 19, 2015. The list initially had seven candidates; two individuals have been hired from the list and two additional candidates have refused the position. Clerk Scribner stated the City requested that the current list be declared expired Pursuant to Local Rules 60.03:

“When there are fewer than ten (10) names on an eligibility list, the Commission may declare the eligibility list expired. A person whose name appeared on an expired eligible list may compete in any new examination to establish a new grade or may retain their original grade in the order it will fall for purposes of a new twelve (12) month eligibility period so long as the retained score is not more than three years old. “

Following discussion, the motion was made by Chairman Korhn, seconded by L. Myers

to declare the WPC Maintenance Mechanic list certified on August 19, 2014 to be expired. All members voted aye. Individuals whose name remain on the list will be notified and given the option to carry their score forward from the prior list and encouraged to reapply for the position.

T. Schroeder reported that during the interviews conducted in 2014, the attached evaluation sheet was used and worked quite well. The individual should be mechanically inclined with a background in maintenance. She stated that most applicants would probably not have the Waste Water experience but have the required mechanical expertise. She noted that interviews would be conducted by M. Lehnert, WPC Superintendent, K. Babcock, Assistant WPC Superintendent; and J. Stone, Collections Supervisor. T. Schroeder stated she would advertise the position in the Crescent News, Ohio Rural Water Magazine and on the Ohio Municipal League website. She felt the weights assigned on the various interview categories were appropriate and did not need to adjusted

Motion: The motion was made by S. Korhn that the maintenance mechanic open position at Water Pollution Control be filled using the oral interview process. The Employee Application Evaluation Form will be used utilizing the same weights established in 2014. The interviews will be conducted by M. Lehnert, WPC Superintendent, K. Babcock, Assistant WPC Superintendent, and J. Stone, Collections Supervisor. The scoring by the interviewers will be submitted to the Civil Service Clerk separately for scoring calculations. Since this is an entry level position, proper military documentation would qualify the candidate for Veterans preference credit which would be added to a passing score. The motion was seconded by N. Walker, with all members voting aye.

CSC members reviewed a DD214 presented with an application for police officer that has been received. Clerk Scribner indicated it did not appear that the individual qualifies for the Veterans Preference Credit offered as the individual has only served three months 14 days in the military but is currently in the reserves. Clerk Scribner stated that Law Director D. Williams indicated he felt the individual did not qualify. Following review of the DD214 submitted, all CSC members agreed that the individual did not qualify for the Veterans Preference Credit offered.

There being no further business, the meeting adjourned at 5:33 pm.

MINUTES APPROVED:


S. Korhn, Chairman


Ann B. Scribner, Commission Clerk

THE ABOVE MINUTES RESPRESENT OUR UNDERSTANDING OF THAT WHICH SHOULD BE RECORDED. IF CHANGES SHOULD BE MADE, PLEASE FORWARD PROMPTLY SO THAN AN ACCURATE RECORD CAN BE MAINTAINED FOR THE BENEFIT OF ALL.

Cc: Mayor Bob Armstrong, Jeff Leonard, David Williams, Tracey Schroeder, Council Members, Division Heads.