

CIVIL SERVICE COMMISSION MEETING MINUTES

Monday, July 20, 2015

5:15 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 5:15 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 June 11, 2015 Civil Service Commission Special Meeting Minutes.

Motion: The motion was made by L. Myers, seconded by N. Walker to approve the Civil Service Commission (CSC) special meeting minutes of June 11, 2015. All members voted aye, the motion carried.

2. NEW BUSINESS

Waste Water Supervisor Of Collections Position: CSC members reviewed the proposed changes to the job description for the Wastewater Supervisor of Collection position (copy attached to the original minutes). T. Schroeder advised that Jeff Stone the individual holding that position currently will be leaving his position at the end of the month. A job description for the position was presented for approval with a small change noted in the qualifications for the position. The City is requesting that potential candidates need only possess a Class II Wastewater License instead of the Class III previously required. She noted that Class III certification qualifies the individual to run the plant and this position does not require that level of certification.

Motion: The motion was made by Chairman Korhn, seconded by N. Walker to accept the revised job description for the position of Wastewater Supervisor of Collections as requested. All members voted aye, the motion carried.

T. Schroeder stated that when this position was filled in 2008; the oral interview process was conducted using the attached evaluation form (copy attached to the original minutes). She noted the process worked well with the criterion and multipliers assigned to each category. Emphasis for the position is on vocational training. Interviews would be conducted by Wastewater Superintendent Mark Lehnert, Assistant Wastewater Superintendent Kristi Babcock and HR Manager Tracey Schroeder. T. Schroeder stated

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that since there are insufficient internal candidates for the position to create a competitive interview process, advertising for the position would be included in the Crescent News, Toledo Blade, Ohio Municipal League website and Rural Water magazine/website. As this will be an entry level position the individual would be eligible for Veterans Preference credits with the proper documentation.

Motion: The motion was made by Chairman Korhn, seconded by L. Myers that testing for the Wastewater Supervisor of Collection position be conducted using the oral interview process using the evaluation form previously used in 2008. Advertising for the position would be placed in the Crescent News, Toledo Blade, Ohio Municipal League website and Rural Water magazine/website. Interviews will be conducted by Wastewater Superintendent Mark Lehnert, Assistant Wastewater Superintendent Kristi Babcock and HR Manager Tracey Schroeder. As 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. A passing score of 60% of the total score is required. The scoring by the interviewers will be submitted to the Civil Service Clerk separately for scoring calculations. All members voted aye, the motion carried.

The next regular meeting of the Civil Service Commission is scheduled for August 17, 2015 at 5:15 pm in the front conference room at City Hall.

There being no further business, the meeting adjourned at 5:20 pm.

MINUTES APPROVED:



S. Korhn, Chairman



Ann B. Scribner, Commission Clerk

THE ABOVE MINUTES REPRESENT OUR UNDERSTANDING OF THAT WHICH SHOULD BE RECORDED. IF CHANGES SHOULD BE MADE, PLEASE FORWARD PROMPTLY SO THAT 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.