

# CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES

Tuesday, May 12, 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, J. Leonard, City Administrator, M. McCann, Council President

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## 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 April 20, 2015 Civil Service Commission Meeting Minutes.

**Motion:** The motion was made by N. Walker, seconded by L. Myers to approve the Civil Service Commission (CSC) special meeting minutes of April 20, 2015. All members voted aye, the motion carried.

### 2. OLD BUSINESS

**WPC Maintenance Mechanic Interviewers:** T. Schroeder advised that J. Stone is unavailable to conduct the WPC maintenance mechanic interviews as previously assigned. The City requests that Jeff Leonard, City Administrator, be used in his place.

**Motion:** The motion was made by S. Korhn, seconded by N. Walker that the WPC maintenance mechanic interviews be conducted by M. Lehnert, WPC Superintendent, K. Babcock, Assistant WPC Superintendent, and Jeff Leonard, City Administrator (replacing Jeff Stone). All members voted aye, the motion carried.

### 3. NEW BUSINESS

- a. **City Engineer – Open Position.** The City Engineer has resigned and the City would like to fill the position. J. Leonard noted that he has learned that there may be interest from a former City Engineering employee to fill the position. If the individual is interested; the City may be seeking an exceptional appointment to the position for the individual. If the individual is not interested in the position, the City will need to proceed with advertising for the position and conducting oral interviews. Chairman Korhn asked that notice of the City's intentions seeking an exceptional appointment be shared prior to the meeting so any research required can be conducted. All Civil Service Commission members agreed that they are willing to

consider exceptional appointments and try to accommodate the City's requests in a timely manner. The matter was tabled until the City determines whether or not there will be a request for an exceptional appointment.

- b. **UBO Data Entry Clerk – Open Position.** UBO Data Entry Clerk Mona Goodman is retiring after over thirty years of service. An updated job description (copy attached to the original minutes) was reviewed with changes noted. T. Schroeder noted the job requires someone with billing experience and exceptional customer service skills.

**Motion:** The motion was made by L. Myers, seconded by S. Korhn to approve the updated job description for the UBO Data Entry Clerk as presented. All members voted aye, the motion carried.

T. Schroeder noted that the City would like to use the oral interview process to fill the open position. The evaluation form used during interviews for the police clerk position was presented as a template to develop a form for this position. She noted the weights of the criterion used for the police clerk position are exactly what is needed for the UBO Data Entry Clerk position and recommended the weights remain as stated. The position would be advertised locally in the Crescent News and on the Ohio Municipal League website.

**Motion:** The motion was made by S. Korhn that the UBO Data Entry Clerk open position be filled using the oral interview process. An Employee Application Evaluation Form will be developed utilizing the same weights established for the police clerk evaluation position in 2014. The interviews will be conducted by K. Seemann, Income Tax/UBO Manager, J. Lehner, Finance Director and T. Schroeder, HR Manager. The scoring by the interviewers will be submitted to the Civil Service Clerk separately for scoring calculations. 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. The position will be advertised in the Crescent News and the Ohio Municipal League website. The motion was seconded by N. Walker, with all members voting aye.

4. **Network Administrator – New Position.** J. Leonard stated that the City has experienced an increasing need for a full time employee to handle their IT needs. As more and more Divisions utilize not only computers in general but software programs that interface with different Divisions or outside agencies; it became apparent that a full time IT person was needed. The City has used a number of local firms to handle their IT needs in the past. Most recently they have utilized local provider MetaLink who provided service 2 ½ days per week for approximately the last five years. The City has budgeted for a full time IT person in 2015. A job description for the position has been developed with assistance from the current IT person. The position will be reporting to the Finance Director, will be a non-

bargaining position. CSC members reviewed the draft job description (copy attached to the original minutes) presented.

**Motion:** The motion was made by N. Walker, seconded by L. Myers to approve the job description for the Network Administrator as presented. All members voted aye, the motion carried.

T. Schroeder continued noting the City would like the new position placed in Class "E" salary range which is similar to other administrative managers who work under their own direction and do not supervise others.

**Motion:** The motion was made by S. Korhn, seconded by L. Myers that the newly created Network Administrator position be placed in Class "E" of the current classification schedule. All members voted aye, the motion carried.

To fill the new position, J. Leonard requested an exceptional appointment of Jake Lambert under Section 60.02. Jake Lambert currently works for MetaLink and he almost exclusively has been providing coverage to the City two and one-half days per week for the past two years. He has been instrumental in developing the City's network including back up and security management and has successfully managed many software upgrades and/or conversions for the various Divisions. For example, the Police Division's Emergitech report writing software was upgraded. J. Leonard stated that he has the knowledge and possesses unique and technical skills for this position.

Chairman Korhn noted that under ORC Section 124.30, Paragraph (A)(2) which was sent to CSC members earlier this week and distributed in the meeting packet (copy attached to the original minutes), it outlines special cases such as this where it is impracticable for competitive testing. It further outlines that such appointment must be reported on the CSC's annual report with the reasons for the suspension of using even non-competitive testing. Chairman Korhn stated that the local rules don't really specifically address an exceptional appointment request and the Commission doesn't have a non-competitive examination for this position. Chairman Korhn noted that ORC Section 124.30 has the best description for the exceptional appointment of J. Lambert. This individual has been providing most of the exact same services on a contract basis for several years. Chairman Korhn felt that developing and conducting a non-competitive test would be superfluous as he is already doing the exact job to the satisfaction of the City. N. Walker stated that having worked with the Emergitech software; he knew of its level of difficulty and an untrained individual cannot use it. He agreed with an exceptional appointment of Jake Lambert as the Network Administrator.

**Motion:** The motion was made by S. Korhn, seconded by N. Walker and unanimously passed that any testing requirement for the Network Administrator position be waived in accordance with ORC Section 124.30, Paragraph (A)(2) and that an exceptional

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appointment of Jake Lambert be made to the position. Mr. Lambert is uniquely qualified in a professional and technical sense and has been performing the very same job to which he is being appointed. Conducting a non-competitive test would therefore be superfluous; wasting time and needed civil resources.

Chairman Korhn stated that he and Law Director David Williams have reviewed ORC Code 124.23 regarding Veterans Preference credits and active duty time required to receive 20% additional credit to a person's passing grade. The new question presented is whether individuals who serve less than 180 days in the National Guard or Military Reserves are entitled to the additional credit. Research has revealed that at least two updates have been made to ORC Code 124.23 since the wording was included in the City's application for entry level police and fire fighters. Individuals whose DD214 reflect successfully completing the initial entry level training in the National Guard or Military Reserves are entitled to 15% additional credit. Individuals who provide a DD214 demonstrating an honorable discharge or active duty service (as defined in the Revised Code) of greater than 180 days in the Reserves or National Guard shall receive 20% additional credit. Individuals are not entitled to receive both the 15% and 20 additional credit; only one or the other. Also, the additional credit is only given to individuals who receive an initial passing score on the written testing. It was concluded that DD214's for some applicants previously reviewed by the Commission and determined not to qualify for any Veterans Preference credits; do indeed qualify for the 15% additional credit under ORC 124.23 ( C ) ( 2 ) and any pending candidates so affected shall be entitled to the 15% credit.

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

There being no further business, the meeting adjourned at 5:58 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 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.