

# CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES

Wednesday, September 23, 2015

5:15 p.m. – City-Service Building – Front Conference Room

Present: CSC Members: Chairman S. Korhn, L. Myers, And Clerk A. Scribner  
Absent: N. Walker  
Guests: T. Schroeder, HR Manager; D. Williams, Law Director; 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 August 17, 2015 Civil Service Commission Meeting Minutes.

**Motion:** The motion was made by L. Myers, seconded by S. Korhn to approve the Civil Service Commission (CSC) meeting minutes of August 17, 2015. All members voted aye, the motion carried.

## NEW BUSINESS

- 2. Waste Water Plant Equipment Operator I:** T. Schroeder advised that there is an open position at the Waste Water plant for an Equipment Operator I. The individual will be required to have a CDL and will work with the sewer vacuum truck learning to use the video camera on the unit. The City would like to utilize the oral interview method to fill the position with an example (attached to the original minutes) utilized to create the new interview form. The example form used was reviewed and it was concluded that vocational training for this position was not applicable and should be deleted. It was further agreed that the criterion of Interest & Enthusiasm Toward Position should have a 1.0 multiplier. Chairman Korhn noted that the total possible score for the evaluation would then be a 27.5 with a passing grade of 60% or 16.5. T. Schroeder stated interviews would be conducted by Waste Water Plant Superintendent Mark Lehnert, Collection Supervisor Andy Richardson and herself. Advertising for the position will be placed in the Crescent News, Ohio Municipal League and the Ohio Rural Water Magazine. As this is an entry level position, Veterans preference credit would be available if the proper documentation is submitted.

**Motion:** The motion was made by S. Korhn to fill the Waste Water Plant Equipment Operator I position based on the qualifications outlined in the job description using the

oral interview process and using the evaluation sheet created with rankings as follows:

1. Education x 1.0
2. Past Experience x 2.0
3. Communication Skills X 1.5
4. Interest & Enthusiasm toward Position x 1.0

Candidates will be interviewed by the WPC Superintendent M. Lehnert, Collections Supervisor A. Richardson and HR Manager T. Schroeder with each scoring independently and submitted to the Civil Service Clerk for grading and tabulation. The position will be advertised in the *Crescent News*, *Ohio Rural Water Magazine* and Ohio Municipal League in the customary fashion. All Veterans preference credits are available to those submitting timely appropriate paperwork. A passing score of 60% of the total score is required. The motion was seconded by L. Myers. All members voted aye, the motion carried.

#### **OLD BUSINESS:**

3. **Intern Position Job Description:** D. Williams presented proposed language to be incorporated into the Civil Service Rule 10.00, Definition of Terms, new item 20-A as follows:

"Intern." A temporary employee in the unclassified service who is enrolled in an accredited University, College, Community College, High School or Vocational School or is enrolled in an occupational training or re-training program licensed or financially supported by the United States, the State of Ohio or a political subdivision of the State of Ohio and is appointed to a position that is related to the individual's field of study for the purpose of developing job skills.

In addition, Rule 10.00 Definition of Terms, item 35 shall be modified to read as follows (new wording underlined):

"Temporary Employee." An employee in the unclassified service who is appointed for a specified period, for a special project, as an intern or one who is replacing a permanent employee on leave."

D. Williams noted that any reference to compensation for the position was purposefully left out as at times the position has been paid and/or unpaid depending on the circumstances. He noted the purpose of the employment is job skill training.

It was noted that changing the local rules will require a public hearing and adoption of the proposed changes.

**Motion:** The motion was made by S. Korhn to add the following to Civil Service

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Rule 10.00, Definition of Terms, new item 20-A as follows:

“Intern.” A temporary employee in the unclassified service who is enrolled in an accredited University, College, Community College, High School or Vocational School or is enrolled in an occupational training or re-training program licensed or financially supported by the United States, the State of Ohio or a political subdivision of the State of Ohio and is appointed to a position that is related to the individual’s field of study for the purpose of developing job skills.

In addition, Rule 10.00 Definition of Terms, item 35 shall read as follows (new wording underlined):

“Temporary Employee.” An employee in the unclassified service who is appointed for a specified period, for a special project, as an intern or one who is replacing a permanent employee on leave.”

The motion was seconded by L. Myers. The motion carried. The rule modification will require a public hearing and publication in the Crescent News as outlined in Rule 100.00; Sections 100.01 and 100.02. Clerk Scribner was asked to prepare the necessary arrangements to comply with the requirements. All agreed the public hearing will be scheduled during the next regular Civil Service Commission meeting on October 19, 2015.

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

**MINUTES APPROVED:**

  
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S. Korhn, Chairman

  
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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.