

CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES

September 19, 2017

5:15 pm – Front Conference Room – 631 Perry Street

Present: CSC Members: Chairman S. Korhn, L. Myers and Clerk C.Homan
Guests: T. Schroeder—City's HR Manager

CALL TO ORDER

Clerk Homan assured all Sunshine Law notices have been complied with. The meeting was called to order at 5:10 pm in the front conference room of City Hall located at 631 Perry Street by Chairman S. Korhn.

1. Approval of the Minutes from the August 21, 2017 Meeting

Motion: The motion was made by Chairman S. Korhn, seconded by L. Myers to approve the Civil Service Commission (CSC) meeting minutes of August 21st as presented. All members voted aye and the motion carried.

There was brief discussion reviewing the upcoming Police Lieutenant Promotional Testing.

2. NEW BUSINESS

A. Water Plant Operator Opening

T. Schroeder informed the CSC the city has a water plant operator opening on swing shift. There was no internal interest for the opening among current AFSCME employees; so, the city would like to advertise for the opening with The Crescent-News, Operator Training Committee of Ohio, Inc. (OTCO), and Ohio Municipal League. She stated the city would like to use the oral interview process using the evaluation form used previously (copy attached to the original minutes) with Adam McDowell-WTP Superintendent, Joe Ewers-WTP Assistant Superintendent, and herself conducting the interviews. There was discussion about this being an entry level position with the required qualification of a high school diploma and need to acquire licensure within a two year period.

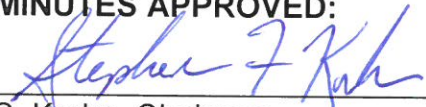
Motion: The motion was made by Chairman S. Korhn to fill the water plant operator opening by conducting the oral interview process using the same grading scale as was used previously. The advertising for the position will be as indicated with The Crescent-News, Operator Training Committee of Ohio, Inc. (OTCO), and Ohio Municipal League. The Water Superintendent, Assistant Water Superintendent and

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HR Manager will conduct the interviews. Since this is an entry level position, military credit is available if a candidate submits the proper paperwork (DD214) in advance. The minimum passing score will be sixty percent (60%). The motion was seconded by L. Myers. All members voted aye and the motion carried.

There being no other business, the meeting adjourned at 5:16pm.

MINUTES APPROVED:



S. Korhn, Chairman



C. Homan, 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 Mike McCann, Jeff Leonard, David Williams, Tracey Schroeder, Council Members, Division Heads.