

CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES

January 22, 2018

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

Present: CSC Members: Chairman S. Korhn, L. Myers, N. Walker and Clerk C.Homan
Guests: Mayor M. McCann, S. O'Donnell-City Law Director, T. Schroeder-City HR
Manager

CALL TO ORDER

Clerk Homan assured all Sunshine Law notices have been complied with. The meeting was called to order at 5:15 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 January 15, 2018 Meeting

Clerk Homan questioned whether seniority credits should be figured into the scores for the Water Pollution Control Assistant Superintendent. Chairman S. Korhn reviewed Section 50.14 of the Local Rules relating to seniority credit.

Motion: The motion was made by Chairman S. Korhn to amend "Section B" of the original minutes from January 15, 2018 regarding the Water Pollution Control Assistant Superintendent Promotional Examination. He stated there should be seniority credit added to the total score of the examination per Section 50.14 of the Local Rules. He also requested a second amendment to the minutes in "Section C". This would allow if as a result of the Water Pollution Control Assistant Superintendent Promotional Examination other promotional examinations will be administered at the Water Pollution Control Plant, seniority credits would be granted in the scoring of those additional tests as per Section 50.14 of the Local Rules. The motion was seconded by L. Myers, to approve the Civil Service Commission (CSC) meeting minutes of January 15th with the above amendments. All members voted aye and the motion carried.

2. NEW BUSINESS

A. Police Lieutenant Promotional Testing

T. Schroeder stated the city has an opening in the position of Police Lieutenant and there is not a current certification list. Chairman S. Korhn pointed out the city has four sergeants and as of today only one has met the union promotional requirement of three years of service. He went on to say another sergeant will have three years in the

position of sergeant after March 4, 2018 and would at that time be eligible for promotion per the union rules. This presents the opportunity for a competitive promotional test. Discussion took place about whether those eligible in March would be interested in taking the test. N. Walker suggested if the candidate eligibility were to drop to the patrolman level it may be a safety factor in promoting a patrolman for a 2nd shift Lieutenant Position. Chairman S. Korhn reviewed with those in attendance what took place in July for the last Police Lieutenant Promotional Test.

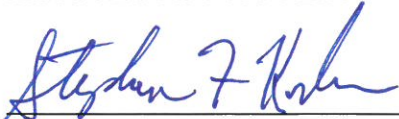
Motion: The motion was made by Chairman S. Korhn for consistency to follow the same guidelines as for the testing in July. Therefore, the test would only be open to the four existing sergeants. If at least two sergeants want to take the test, there would be enough candidates to make it a competitive promotional examination. All candidates would have at least three years of experience as a patrolman. The motion was seconded by L. Myers. All members voted aye and the motion carried.

Discussion turned to the testing agency to be used for the promotional test.


Motion: The motion was made by Chairman S. Korhn to employ Ohio Association of Chiefs of Police to conduct promotional testing for the Police Lieutenant position using both a written examination and assessment centers. Candidates would need to score at least 70% to pass the written test in order to qualify for the assessment center. 100 will be a perfect score in each testing area. 55% of the assessment score will be combined with 45% percent of the written score to tabulate a candidate's total test score. The CSC clerk will determine seniority credit pursuant to Local Rules which will be added to the total test score for those who pass for a candidate's final score. N. Walker seconded the motion. All members voted aye and the motion carried.

There being no other business, the meeting adjourned at 5:51pm.

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 THAN AN ACCURATE RECORD CAN BE MAINTAINED FOR THE BENEFIT OF ALL.

Cc: Mayor Mike McCann, Jeff Leonard, Sean O'Donnell, Tracey Schroeder, Division Heads.