

CIVIL SERVICE COMMISSION MEETING MINUTES

February 19, 2019

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

Present: CSC Members: Chairman S. Korhn, L. Myers, N. Walker and Clerk C.Homan
Guests: T. Schroeder-City HR Manager

CALL TO ORDER

Clerk C. Homan assured the Civil Service Commission is in compliance with all Sunshine Law notices. The meeting was called to order at 5:15pm in the Front Conference Room located at 631 Perry Street by Chairman S. Korhn.

1. Approval of Minutes from the September 17, 2018 Meeting

Motion: The motion was made by N. Walker, seconded by L. Myers, to approve the Civil Service Commission (CSC) meeting minutes of the September 17, 2018 meeting as presented. All members voted aye and the motion carried.

2. NEW BUSINESS

A. Open Position-Engineering-Project Manager

T. Schroeder explained the person who has held this position for the last few years has given notice that he is retiring. She went on to explain the biggest part of this position is past experience and communication skills as they are working with contractors to make sure jobs are done correctly for the Engineering Department. There are no changes requested to the job description or oral interview evaluation sheet at this time. There was discussion about where to advertise for the opening and who should conduct the interviews.

Motion: Chairman S. Korhn made a motion to fill the Engineering Project Manager position based on qualifications outlined in the job description, using the oral interview process and the evaluation sheet as previously used. The weights of criteria should be as follows:

Education x 1.0
Past Experience x 2.0
Communication x 2.0

Appearance x 1.0
Interest & Enthusiasm Towards Position x 1.0

A passing score of 70% of the total score is required. Interviews should be conducted by City Administrator Jeff Leonard, City Engineer Melinda Sprow and City HR Manager Tracey Schroeder. Each interviewer should score the candidate independently and submit scores to the Civil Service Clerk for grading and tabulation. The position should be advertised in the Crescent-News, Toledo Blade, Ohio Municipal League and Indeed (advertising is free online). Veteran's Preference Credit is available to those candidates who submit appropriate paperwork in a timely manner. The motion was seconded by L. Myers. All members voted aye and the motion carried.

B. Police Officer Entry Level Certification List
-Remove name per candidate request

T. Schroeder explained the City tried to hire this candidate but he accepted a position with another agency and has requested his name be removed from the Certification List.

Motion: Chairman S. Korhn made a motion that the Civil Service Commission remove the name of Dustin McReynolds from the Police Officer Entry Level Certification List. The motion was seconded by N. Walker. All members voted aye and the motion carried.

There being no other business, the meeting adjourned at 5:25pm.

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, Sean O'Donnell, Tracey Schroeder, Division Heads.