

# CIVIL SERVICE COMMISSION MEETING MINUTES

September 18, 2023

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

Present: CSC Members: Chairman S. Korhn, N. Walker, T. Whetstone and Clerk C. Homan  
Guests: HR Manager Lanie Lambert

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## CALL TO ORDER

Clerk C. Homan assured the Civil Service Commission (CSC) 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 August 22, 2023 Meeting

**Motion:** T. Whetstone made a motion to approve the minutes of the August 22, 2023 meeting as presented. The motion was seconded by N. Walker. All members voted aye, and the motion carried.

## 2. NEW BUSINESS

### A. Collections Supervisor

L. Lambert explained the Collections Supervisor has been a position that was filled in the past but has been vacant most recently. While it has been vacant, WPC Superintendent M. Lehnert has been performing the job duties.

L. Lambert said the City would like to fill the open position and in preparation of doing so has updated the job description. One update was the job title being modified from "WPC Collections Supervisor" to "WPC Collections/Maintenance Supervisor" to better reflect the responsibilities of the position. Another update was to include a "Knowledge and Skills" section to be consistent with other approved job descriptions.

**Motion:** T. Whetstone made a motion to approve the updated Job Description for WPC Collections/Maintenance Supervisor as presented. The motion was seconded by Chairman S. Korhn. All members voted aye, and the motion carried.

**Motion:** Chairman S. Korhn made a motion that the Non-Bargaining Classification Schedule be amended to correctly reflect the new job title approved in the previous motion. The motion was seconded by N. Walker. All members voted aye, and the motion carried.

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L. Lambert explained the City would like to advertise for the position externally to see if anyone with experience would apply. She went on to say there is one current WPC employee who may be interested in the position and that individual is encouraged to apply.

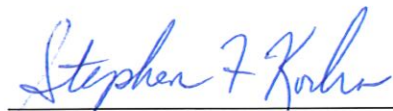
Discussion turned to the Evaluation Form used in the past for the oral interview process. A couple of changes were made to criteria to stay consistent with other Evaluation Forms being used.

**Motion:** N. Walker made a motion to accept the updated Employee Applicant Evaluation Form. The motion was seconded by Chairman S. Korhn. All members voted aye, and the motion carried.

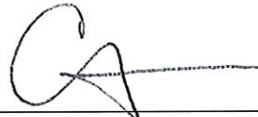
**Motion:** Chairman S. Korhn made a motion to authorize the testing for the WPC Collections/Maintenance Supervisor position. Testing will be done by the oral interview process. The weights and criteria should be as previously adopted. The interviewers will be Water Pollution Control Superintendent Mark Lehnert, Assistant Water Pollution Control Superintendent Kevin Connor and Human Resources Manager Lanie Lambert. Advertising will be in the Crescent-News, Indeed.com, LinkedIn, OTCO, Ohio Municipal League and City of Defiance website/Facebook page. Because it is an entry level position, those who submit a DD214 before the deadline and receive a passing score on the oral interview are eligible for Veterans Preference Credit. Scoring from the interviewers should be submitted to the CSC for tabulation. A minimum passing score on the oral interview will be sixty percent (60%). The motion was seconded by N. Walker. All members voted aye, and the motion carried.

There being no other business, the meeting adjourned at 5:40pm.

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