

# CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES

May 31, 2018

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 HR Manager

---

## CALL TO ORDER

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

## 1. Approval of Minutes from the May 21, 2018 Meeting

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

## 2. NEW BUSINESS

### A. Water Pollution Control-Plant Operator I

T. Schroeder stated there is currently an opening at the Water Pollution Control Plant for a Plant Operator I. Chairman S. Korhn reviewed the details from the last period of hiring for this position in 2014. In response to a question by Chairman S. Korhn, T. Schroeder replied this time she suggests oral interviews be conducted by Mark Lehnert the Water Pollution Control Plant Superintendent, Andy Richardson the Water Pollution Control Plant Assistant Superintendent and herself. It was discussed the candidate hired for this position will be required to receive their Class I Wastewater Operator's Certificate within a period of two years from hire if they don't already possess it.

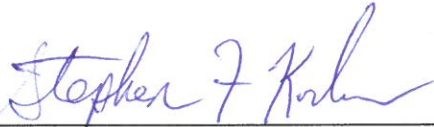
**Motion:** Chairman S. Korhn made a motion for the Water Pollution Control Plant Operator I testing be conducted using the oral interview process and the same format used during the 2012 and 2014 hiring process with no changes to the scoring weights. The Water Pollution Control Plant Superintendent, Water Pollution Control Assistant Superintendent and the Human Resources Manager would conduct the interviews. Scoring of the interview should be done

Civil Service Commission Special Meeting  
May 31, 2018

independently by each interviewer. Raw scores will be submitted to the CSC Clerk for scoring purposes. Advertising for the open position should be with the Crescent News, Operator Training Committee of Ohio, Inc. (OTCO) and Ohio Municipal League. Candidates will need to receive a minimum of sixty (60) percent to be considered a passing grade. Since this is an entry level position, Veteran Preference Credit is available for those candidates who provide the necessary DD214 information. The motion was seconded by L. Myers. All members present voted aye and the motion carried.

There being no other business, the meeting adjourned at 5:20pm.

**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.