

CIVIL SERVICE COMMISSION MEETING MINUTES

July 25, 2019

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

Present: CSC Members: Chairman S. Korhn, 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 April 15, 2019 Meeting

Motion: The motion was made by N. Walker, seconded by Chairman S. Korhn, to approve the Civil Service Commission (CSC) meeting minutes of the April 15, 2019 meeting as presented. All members voted aye and the motion carried.

2. NEW BUSINESS

A. Water Pollution Control-Assistant Superintendent

The last time promotional testing took place for the Water Pollution Control Assistant Superintendent was discussed. At that time, two candidates were eligible and participated in the test with the top scoring candidate being promoted. T. Schroeder reported the person previously promoted has resigned, resulting in an opening. She informed those in attendance Kevin Connor was the second name on the last certification list (which has since expired) for this position. He is interested in the job; and, the city would like to promote him to the opening. She went on to explain K. Connor knows the job and is the only other person at the plant with the required licensure.

Motion: Chairman S. Korhn made a motion to promote Kevin Connor to the open position of Water Pollution Control Assistant Superintendent based until CSC

Rules Section 50.11 - Promotion by Nomination. The reasons being there were two eligible candidates within the last two years. K. Connor took the promotional exam and passed. There is now a vacancy in the position because the person who was promoted has resigned. No one else is eligible to take a promotional exam because K. Connor is the only person with the required licensure. He is qualified under all criteria for promotion by nomination plus some. The motion was seconded by N. Walker. All members voted aye and the motion carried.

T. Schroeder shared with those in attendance a lot of movement between positions is going on within the city. There are four open positions at this time. But, the City needs to get through the bidding process before knowing for sure which vacancies will result. There are so few employees running the Water Treatment Plant that an open position would result in a drastic increase in overtime hours. The City is trying to prevent that from happening, so some of the requests on the meeting agenda are preemptive.

B. Water Treatment Plant-Operator

Discussion on this position is no longer needed. As a result, the decision was made to waive on the need for a motion.

C. Water Treatment Plant-Maintenance Mechanic

T. Schroeder explained an employee currently holding this position will more than likely be moving to a different department. A review was made of the evaluation form used in 2015 when a Maintenance Mechanic was hired for Water Pollution Control. It was discussed how similar the positions are in each department and it seemed appropriate to use the same form for the Water Treatment Plant position.

Motion: Chairman S. Korhn made a motion to adopt the oral evaluation form and the weights as presented which had been used in 2015 for the Maintenance Mechanic position at Water Pollution Control as it will also be appropriate for the similar position at the Water Treatment Plant. A 60% is required for a passing score. It is an entry level position with veterans preference credit available for those with a passing score who provide the appropriate documentation. The motion was seconded by N. Walker. All members voted aye and the motion carried.

Motion: Chairman S. Korhn made a motion that the Water Treatment Plant Maintenance Mechanic be filled using the oral interview process and the

evaluation form just passed. The interviews will be conducted by Water Treatment Plant Superintendent Adam McDowell, Water Treatment Plant Assistant Superintendent Joe Ewers and City HR Manager Tracey Schroeder. Scoring by the interviewers will be submitted to the CSC Clerk for calculation. A passing score will be 60%. This is an entry level position so veterans preference credit, with proper documentation, may be added to a passing score. Advertising for the position will be in the Crescent News, Ohio Municipal League, Ohio Rural Water Magazine and City of Defiance website. The motion was seconded by N. Walker. All members voted aye and the motion carried.

D. Equipment Operator II

T. Schroeder explained this position is in the Public Works Department, which includes Water Distribution and Streets divisions. She went on to explain a person in this position would perform, for example, snow removal, leaf pick up, fixing of water main breaks and street sweeping. T. Schroeder pointed out past experience is very important because a candidate must have a CDL so they are able to efficiently drive all trucks needed to perform the previously mentioned tasks. Upon review of the oral interview evaluation form previously used, T. Schroeder expressed a desire to change the Communication Skills multiplier from 2.0 to 1.0 as this skill is not as important as others on the form.

Motion: Chairman S. Korhn made a motion to use the oral interview process for the hiring of Equipment Operator II. The weights should be as previously used with the exception of the communications score multiplier be changed from 2.0 to 1.0 as previously stated. A passing score would be 60%. Veterans preference credit applies to those supplying proper documentation and achieving a passing score. The position will be advertised with Crescent News, Ohio Municipal League and City of Defiance website. Interviews will be conducted by Service Director Rob Cereghin, Assistant Service Director DJ Zeedyk, and City HR Manager Tracey Schroeder. The motion was seconded by N. Walker. All members voted aye and the motion carried.

E. Police Office Entry Level Certification List-Renewal

Clerk Homan explained the current list is set to expire August 22, 2019. She went on to explain from the current list, two candidates have been hired and one candidate was previously removed from the list per that candidate's request. Clerk Homan informed those in attendance a letter was sent out to verify if those remaining on the list were still interested in the position and heard back from five who were still interested. Chief

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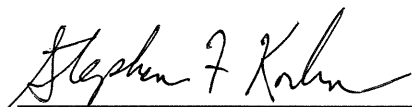
Shafer told her he feels there are still good candidates on the list and would like to have it renewed.

Motion: N. Walker made a motion to extend the Police Office Entry Level Certification List for one more year effective August 22, 2019. The motion was seconded by Chairman S. Korhn. All members voted aye and the motion carried.

The next regular meeting of the CSC is scheduled for August 19, 2019 at 5:15pm. Chairman S. Korhn made those in attendance aware he is having knee surgery on that date and the meeting will need to be rescheduled. After some discussion, it was determined the next regular meeting will be rescheduled for Tuesday, August 13th at 12:00pm.

There being no other business, the meeting adjourned at 5:38pm.

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.