

# CIVIL SERVICE COMMISSION MEETING MINUTES

August 13, 2019

12:00 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

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## 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 12:00pm in the Front Conference Room located at 631 Perry Street by Chairman S. Korhn.

## 1. Approval of Minutes from the July 25, 2019 Meeting

**Motion:** The motion was made by Chairman S. Korhn, seconded by N. Walker, to approve the Civil Service Commission (CSC) minutes of the July 25, 2019 meeting as amended. The changes reflect two new interviewers for the Equipment Operator II position due to conflict of interest/nepotism issue with the original selection. All members voted aye and the motion carried.

## 2. NEW BUSINESS

### A. Water Treatment Plant-Operator

T. Schroeder reminded those in attendance the city has had two employee terminations, an employee death, and two resignations from their work force. As a result, movement has started within the union to fill those positions and it is more than likely there will be an opening for a Water Treatment Plant Operator.

**Motion:** Chairman S. Korhn made a motion that the Water Treatment Plant Operator position be filled using the oral interview process and the same evaluation form as previously used, which is attached to the original meeting minutes. Advertising for the position will be in the Crescent News, Ohio Municipal League, Ohio Rural Water and City of Defiance website. The interviews should 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. The motion was seconded by N. Walker. All members voted aye and the motion carried.

**B. Water Pollution Control-Operator**

T. Schroeder reviewed the last time hiring took place for this position. She went on to explain should advertising for this position be posted, she would expect a good number of applicants. Someone applying for this position is not required to have their water license but is expected to attain within their first year of employment.

**Motion:** Chairman S. Korhn made a motion that the Water Pollution Control-Operator opening be filled using the oral interview process and the evaluation form as previously used, which is attached to the original meeting minutes. This includes the same criteria and same weights to be given to each factor. The interviews should be conducted by Water Pollution Control Superintendent Mark Lehnert, Water Pollution Control Assistant Superintendent Kevin Connor 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 and City of Defiance website. The motion was seconded by N. Walker. All members voted aye and the motion carried.

**C. Water Pollution Control-Maintenance Mechanic**

T. Schroeder explained there is a possibility this position may be opening to outside applicants.

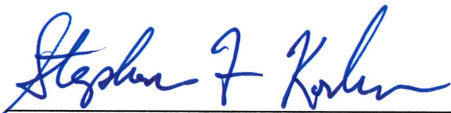
**Motion:** Chairman S. Korhn made a motion that the Water Pollution Control-Operator opening be filled using the oral interview process and the evaluation form used in the past, which is attached to the original meeting minutes. The interviews should be conducted by Water Pollution Control Superintendent Mark Lehnert, Water Pollution Control Assistant Superintendent Kevin Connor and City HR Manager Tracey Schroeder. Advertising for the position will be in the Crescent News, Ohio Municipal League, Ohio Rural Water and City of Defiance website. Scoring by the interviewers will be submitted to the CSC Clerk for

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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. The motion was seconded by N. Walker. All members voted aye and the motion carried.

There being no other business, the meeting adjourned at 12:10pm.

**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.