

# CIVIL SERVICE COMMISSION MEETING MINUTES

December 16, 2019

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

Present: CSC Members: Chairman S. Korhn, N. Walker, J. Fitzenrider 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 5:15pm in the Front Conference Room located at 631 Perry Street by Chairman S. Korhn.

## 1. Approval of Minutes from the November 18, 2019 Meeting

**Motion:** The motion was made by Chairman S. Korhn to correct the minutes from the November 18, 2019 meeting by interlineation reflecting DJ Zeedyk should have been referred to as the Assistant Service Director not the Service Director. The motion was seconded by N. Walker. All members voted aye and the motion carried.

**Motion:** The motion was made by N. Walker to approve the minutes of the November 18, 2019 meeting as submitted with the correction previously stated. The motion was seconded by J. Fitzenrider. All members voted aye and the motion carried.

## 2. NEW BUSINESS

### A. Engineering—GIS Technician

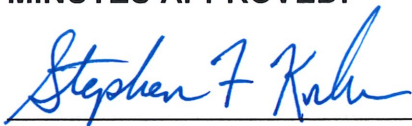
T. Schroeder stated the previous GIS Technician has moved to Atlanta and the City would like to advertise for the open position the first part of January. She went on to explain the evaluation form and interviewers used previously require no changes at this time. The only change T. Schroeder requested was to advertise on Indeed.com instead of in the Toledo Blade for a significant cost savings.

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**Motion:** Chairman S. Korhn made a motion that the Engineering—GIS Technician position be filled using the oral interview process and the evaluation form as previously used (which is attached to the original meeting minutes). The interviews should be conducted by City Administrator Jeff Leonard, City Engineer Melinda Sprow and City HR Manager Tracey Schroeder. Scoring by the interviewers will be submitted to the CSC Clerk for calculation. A passing score will be 70%. This is an entry level position so veterans preference credit may be added for those who pass and submit a DD214 timely. Advertising should be posted in The Crescent-News, Indeed.com, Ohio Municipal League and City of Defiance website. The motion was seconded by J. Fitzenrider. All members voted aye and the motion carried.

There being no other business, the meeting adjourned at 5:21pm.

**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.