

CIVIL SERVICE COMMISSION MEETING MINUTES

September 21, 2020

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

Present: CSC Members: Chairman S. Korhn, N. Walker and Clerk C.Homan
Guests: T. Shafer—Defiance Police Chief, 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 July 20, 2020 Meeting**

For clarification to the minutes of the July 20, 2020 meeting, Chairman S. Korhn requested the following amendments be made prior to approval.

He stated on page two that the motion pertaining to the Water Plant Maintenance Technician should read, “Chairman S. Korhn made a motion to approve the new job description, as presented with the additional description in the Classification Range, for the position of Water Plant Maintenance Technician as previously stated, i.e., the classification range be: 11-AFSCME Contract.”

Chairman S. Korhn went on to say on page three, in the first full paragraph, he requests the second sentence to read, “The City of Kettering considers trained Patrol Officers, trained Firefighters and trained Paramedics to possess unique and exceptional qualifications and experience which are not practical to test for in competitive exams—therefore meeting the Civil Service Laws criteria for non-competitive exams.” He also requested the last sentence of the same paragraph start “The City of Kettering’s Rules”.

Lastly, Chairman S. Korhn requested the second sentence, in the second full paragraph, on page three, to reflect “liberal Civil Service Rules”, and the last sentence in the same paragraph to read “When asked how they can have two lists going—people from the usual Civil Service test and a transfer list—she said they only ever have one list going and choose one method or the other when starting the hiring process.”

Motion: Chairman S. Korhn made a motion to approve the minutes of the July 20, 2020 meeting with the above amendments. The motion was seconded by N. Walker. All members voted aye and the motion carried.

2. NEW BUSINESS

A. Water Plant Maintenance Technician

T. Schroeder informed those in attendance the Water Plant Maintenance Technician is a new position for the AFSCME union; however, no one in the union bid on the position so the City would like to advertise to the outside. She mentioned the City would like to test for the position using an interview process, which interviewers the City would like to use and where they would like to advertise.

Conversation turned to establishing an evaluation form for the oral interview, since this is a new position. T. Schroeder said this position is not as involved as the Water Plant Maintenance Mechanic and believes the Water Plant Operator Evaluation Form used in the past would suit the Water Plant Maintenance Technician as well. She pointed out the previously used form puts more weight on vocational training and past experience, which will be beneficial to this new position too. After some discussion, it was agreed to use the same criteria, same weights and same required passing score as previously used on the Water Plant Operator Evaluation Form.

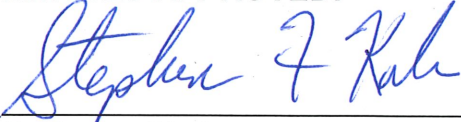
Motion: N. Walker made a motion that the oral evaluation form for the Water Plant Maintenance Technician have the same criteria, same weights and same passing score as the Water Plant Operator. The motion was seconded by Chairman S. Korhn. All members voted aye and the motion carried.

Motion: Chairman S. Korhn then made a motion that the Water Plant Maintenance Technician position be filled using the oral interview process and the evaluation form passed in the previous motion. The interviewers should be Adam McDowell—Water Plant Superintendent, Joe Ewers—Water Plant Assistant Superintendent, and Tracey Schroeder—City HR Director. Scoring by the interviewers should be submitted separately to the CSC Clerk for calculation. A passing score will be 60%. 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, OTCO, Indeed.com, Ohio Municipal League and City of Defiance website. The motion was seconded by N. Walker. All members voted aye and the motion carried.

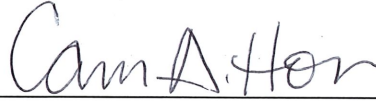
There being no other business, the meeting adjourned at 5:25pm.

Civil Service Commission Meeting
September 21, 2020

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.