

# CIVIL SERVICE COMMISSION MEETING MINUTES

November 16, 2020

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 October 19, 2020 Meeting

**Motion:** N. Walker made a motion to approve the minutes of the October 19, 2020 meeting. The motion was seconded by J. Fitzenrider. All members voted aye and the motion carried.

## 2. NEW BUSINESS

### A. Equipment Operator I & II

T. Schroeder said the City has several equipment operator openings in the Streets/Water Distribution Department and Water Pollution Control Plant that need filled; and, she requested a new list to do that hiring. Chairman S. Korhn confirmed, even though the current list was renewed for a second year in July, pursuant to Local Rule 60.3 it can be marked as expired due to having less than ten candidates.

Since Equipment Operator I & II are both AFSCME positions and movement between departments happens as openings become available, T. Schroeder requested holding one round of interviews and having one certification list to be used for both positions,. She suggests using someone from Streets/Water Distribution Department and Water Pollution Control Plant to participate in the interviews so they would know which candidate is the best fit for which division.

The following is the additional rationale behind this request provided by T. Schroeder. At

the Water Pollution Control Plant, all Equipment Operators are brought in as an Equipment Operator I until they learn to use the camera truck and at that time they are promoted to an Equipment Operator II. At the Streets/Water Distribution Department, rarely an Equipment Operator I is brought in because they want someone with more experience from the start. Since both positions require a Driver's License and CDL, one of the main requirements is the same for both positions making it logical to only have one certification list for both positions.

Discussion turned to the weights and criteria used on previous oral interview evaluation sheets for Equipment Operator I and Equipment Operator II positions. It was determined the evaluation sheet for Equipment Operator I is the best fit for this round of interviews.

**Motion:** Chairman S. Korhn made a motion to declare the existing list for Equipment Operator II expired, pursuant to Local Rule 60.3, since it has less than ten candidates. All remaining candidates on that list, however, will be notified informing them they can compete in the new hiring process to establish a new score or they may retain their original score in the order it will fall on the new certification list. S. Korhn went on to say the oral interview process should be used for the new round of hiring for Equipment Operators. The evaluation sheet used for those interviews should be the one previously used for the hiring of Equipment Operator I, which is attached. Veterans preference credit applies to those supplying proper documentation and achieving a passing score in the oral interview. The open position will be advertised on Indeed.com, Crescent News, Ohio Municipal League and City of Defiance website. Interviews will be conducted by Assistant Service Director DJ Zeedyk, Water Pollution Control Superintendent Mark Lehnert and City HR Manager Tracey Schroeder. The motion was seconded by N. Walker. All members voted aye and the motion carried.

#### **B. Engineering Tech II—Promotion by Nomination**

T. Schroeder informed those in attendance Ethan Seckinger has been in his position of Engineering Tech I for about three years. During that time, he has been given more responsibility, became a certified drone operator and does have a two year degree. The City would like to do a Promotion by Nomination to move E. Seckinger to an Engineering Tech II so he is compensated for these new responsibilities. He does meet all of the required criteria. In the Engineering Department, he is currently the only Engineering Tech I and there are two Engineering Tech III's.

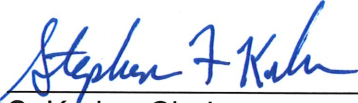
**Motion:** Chairman S. Korhn made a motion to promote Ethan Seckinger by nomination, pursuant to Local Rule 50.11, from his present position as an

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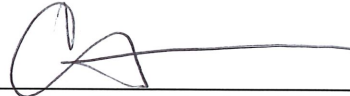
Engineering Tech I to the position of an Engineering Tech II. The basis for doing a promotion by nomination is E. Seckinger is qualified for the duties of the higher position with his three years of experience and additional responsibilities. Also, if an open competitive examination was held, there are not at least two employees qualified to compete for the promotion. The CSC certifies E. Seckinger is qualified for the position of Engineering Tech II and an examination would be unnecessary. The motion was seconded by J. Fitzenrider. All members voted aye and the motion carried.

There being no other business, the meeting adjourned at 5:35pm.

**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.