

CIVIL SERVICE COMMISSION MEETING MINUTES

January 18, 2021

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

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 December 21, 2020 Meeting

Motion: N. Walker made a motion to approve the minutes of the December 21, 2020 meeting as presented. The motion was seconded by J. Fitzenrider. All members voted aye and the motion carried.

2. NEW BUSINESS

A. Water Distribution Crew Leader—Job Description Changes

T. Schroeder stated the City wants to add language under “Section IV: Required Qualifications” of the current job description requiring someone in the position of Crew Leader to obtain a Water Distribution License I within a two year period. She further explained the reasoning behind this change is this license makes a person well-rounded and more knowledgeable.

Motion: Chairman S. Korhn made a motion to approve the proposed updated job description for the Water Distribution Crew Leader. The motion was seconded by J. Fitzenrider. All members voted aye and the motion carried.

B. Water Distribution Equipment Operator II—Job Description Changes

T. Schroeder stated the changes in this job description also fall under “Section IV: Required Qualifications”. The City would like to require a person in the position of Water Distribution Equipment Operator II to obtain their Water Distribution License within a two year period, and after the completion of that license, the person would be

moved to a classification range of 12 in the AFSCME Union Wage Scale.

Motion: M. Walker made a motion to approve the proposed updated job description of the Water Distribution Equipment Operator II. The motion was seconded by Chairman S. Korhn. All members voted aye and the motion carried.

C. Water Meter Service Rep/Water Distribution Utilities Technician—Job Description

T. Schroeder stated the City no longer has a Water Meter Service Rep because years ago these positions were made into Equipment Operator positions since meter readings are done by drive-by. She went on to explain the meters still need repaired at times, and the City needs someone that will work with the meter company to get meters fixed while still being an Equipment Operator. Since this is a more skilled job with additional responsibility, the suggestion from the City is to change the Classification Range from a 9 to a 12 on the AFSCME Union Wage Scale.

Motion: Chairman S. Korhn made a motion to change the Classification of a Water Distribution Utilities Technician from a 9 to a 12 on the AFSCME Union Wage Scale. The motion was seconded by J. Fitzenrider. All members voted aye and the motion carried.

Motion: J. Fitzenrider made a motion to approve the proposed job description of the Water Distribution Utilities Technician (formerly known as Water Meter Service Representative). The motion was seconded by N. Walker. All members voted aye and the motion carried.

D. Water Pollution Control—Plant Operator I

T. Schroeder stated the city would like to test for the position of Water Pollution Control Plant Operator I. Prior rounds of testing were reviewed. Discussion also took place concerning who interviewers would be and where advertising should take place.

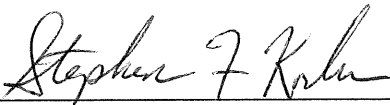
Motion: Chairman S. Korhn made a motion for the Water Pollution Control Plant Operator I testing be conducted using the oral interview process. The same format used during previous hiring processes should be used with no changes to the scoring weights. The Water Pollution Control Plant Superintendent, Water Pollution Control Plant Assistant Superintendent and City Human Resources Manager should conduct the interviews. Scoring of the interviews should be done independently by each interviewer. Raw scores should be submitted to the CSC Clerk for tabulation purposes. Advertising for the open position should be in the Crescent-News, Operator Training Committee of Ohio (OTCO), Indeed.com, and the City of Defiance website. Candidates will need to receive a minimum of sixty (60) percent in the oral interview to be considered a passing grade. Since

Civil Service Commission Meeting
January 18, 2021

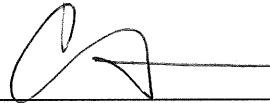
this is an entry level position, Veteran Preference Credit is available for those candidates who provide the necessary DD214 information. The motion was seconded by N. Walker. All members voted aye and the motion carried.

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

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.