

CIVIL SERVICE COMMISSION MEETING MINUTES

January 27, 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. NEW BUSINESS

A. Finance Clerk

T. Schroeder informed those in attendance the current Finance Clerk has taken a position outside of the city and the position will need to be filled. The process for the last time hiring for this position took place in 2013 was reviewed. T. Schroeder said since the time this position was last open, the job description has changed for the Accounts Payable Clerk, adding that position as the backup person for the Finance Clerk. She pointed out this change was made because the City wanted there to be a flow between these positions in the department. As a result, the City would like to do a Promotion by Nomination to promote the current Accounts Payable Clerk, Carrin Homan, to the position of Finance Clerk.

Chairman S. Korhn said first the Civil Service Commission will need to make the determination that Carrin Homan is qualified to fill the Finance Clerk position. Carrin's qualifications were confirmed by T. Schroeder who stated Carrin is the backup person to the position already, has a bachelor's degree as required and has experience and knowledge of the systems used to perform the job.

Motion: Chairman S. Korhn made a motion that, at the request and consent of the Appointing Authority, the Commission can make the determination that Carrin Homan, the current Accounts Payable Clerk, is qualified to do the duties of the Finance Clerk. The motion was seconded by N. Walker. All members voted aye and the motion carried.

Further discussion took place regarding the Promotion by Nomination.

Motion: Chairman S. Korhn made a motion that because only one person is qualified by experience to do the Finance Clerk job, and that one person is Carrin Homan, to hold a promotional examination would be superfluous. The Appointing Authority also approves of this promotion. As a result of those things stated, the motion is to certify Carrin Homan to the position of Finance Clerk through Promotion by Nomination. The motion was seconded by J. Fitzenrider. All members voted aye and the motion carried.

B. Accounts Payable Clerk

T. Schroeder pointed out one change the City would like make in the job description of the Accounts Payable Clerk—adding in the responsibility of maintaining the vendor list and issuing 1099 forms.

Motion: Chairman S. Korhn made a motion to approve the proposed updated job description of the Accounts Payable Clerk. The motion was seconded by N. Walker. All members voted aye and the motion carried.

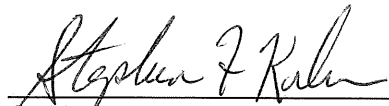
Those in attendance reviewed the last hiring process for this position, as well as the criteria and weights used at that time on the Employee Applicant Evaluation Form.

Motion: Chairman S. Korhn made a motion to authorize the testing for the Accounts Payable Clerk position be done by the oral interview process. The criteria and weights should be the same as used in the previous hiring process and outlined in the documentation provided. Interviews should be conducted by the City Finance Director, City Finance Clerk and City Human Resource Manager. Advertising for the position should be in the Crescent-News, Ohio Municipal League, Indeed.com and the City of Defiance website. Raw scores from the oral interviews should be submitted to the Civil Service Commission Clerk for tabulation. Candidates will need to achieve a minimum passing score of seventy (70) percent. Since this is an entry level position, candidates submitting a DD214 will receive Veterans' Preference Credit. The motion was seconded by J. Fitzenrider. All members voted aye and the motion carried.

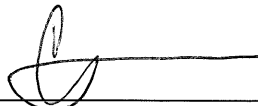
There being no other business, the meeting adjourned at 5:30pm.

Civil Service Commission Meeting
January 27, 2021

MINUTES APPROVED:



S. Kohn, 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.