

CIVIL SERVICE COMMISSION MEETING MINUTES

April 19, 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: D.J. Zeedyk—Assistant Service Director and Police Chief Todd Shafer

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 March 14, 2021 Meeting

Motion: J. Fitzenrider made a motion to approve the minutes of the March 14, 2021 meeting as presented. The motion was seconded by N. Walker. All members voted aye, and the motion carried.

2. NEW BUSINESS

A. Equipment Operator II—Electrical Job Description

Assistant Service Director DJ Zeedyk explained a couple of current Equipment Operators have been maintaining traffic lights and signals for years, and now they also maintain the decorative street lighting downtown. He went on to say these operators are going to an electrical class in the near future to be certified. D. Zeedyk said in discussion with administration, it was decided to add this job description for Equipment Operator II—Electrical for those who maintain light fixtures, traffic signals, etc. He stated a person in this position will have more responsibility, and that is why it is a step higher than the Equipment Operator II position on the AFSCME Wage Scale and this position is expected to be filled through a bidding process in the AFSCME union.

Motion: Chairman S. Korhn made a motion to approve the new job description for Equipment Operator II—Electrical with the classification on the AFSCME wage scale being a 12 as presented. The motion was seconded by N. Walker. All members voted aye, and the motion carried.

B. Police Department Lateral Transfers

Those in attendance reviewed a procedure for lateral transfers outlined and provided by Chief Shafer. Chief Shafer said he feels like Kettering and Pickerington had the best process in place, and that is what he modeled his plan after. However, the materials presented from Kettering and Pickerington really relate only to minimum qualifications to be eligible for an interview. The Commission needs more information as to the specifics of the actual interview/testing process and how that process can be translated into an actual Civil Service law compliant test versus being only a vague “I liked candidate 1 best” process. A true Civil Service compliant test has to have some meaningful standards that were being sought and then (2) a process to weigh or score (to some extent) how a candidate performed as opposed to any other candidate.

Norm Walker asked what type of application a lateral transfer candidate would fill out. Chief Shafer replied he would still like to use the same format as the Personal History Questionnaire used by National Testing Network. He doesn't feel like a lateral transfer candidate should need to complete testing through National Testing Network, but they should complete the local physical agility test.

In response to a question from Chairman S. Korhn, Chief Shafer suggested interviewers for lateral transfer candidates being the Police Chief, Assistant Police Chief, City Administrator, Human Resources Director, a patrolman and a supervisor.

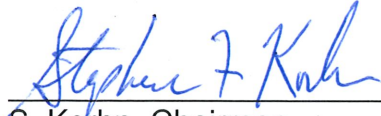
Chairman S. Korhn started in order for this to be a civil service test, most importantly what needs to be determined is the criteria these candidates will be scored on in their interview. A few areas were mentioned such as investigative skills, how well a candidate works with other people through teamwork, community relations—how they will interact with the community and how they will handle adversity and people who are disgruntled, general patrol tactics—what are their certifications, what are they trained in, and the extent of prior experience in their current position as a police officer. Norm Walker and Chairman S. Korhn suggested reaching out to Kettering and Pickerington to see if they have a list of questions they have used for interviewing lateral transfer candidates and more information as to what type of prior police experience do these cities consider to be relevant/important.

In conclusion, Chairman S. Korhn stated what needs to be determined next is the criteria that will be used in an oral interview to rank lateral transfer candidates on a certification list.

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

Civil Service Commission Meeting
April 19, 2021

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.