

CIVIL SERVICE COMMISSION MEETING MINUTES

July 18, 2022

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

Present: CSC Members: Chairman S. Korhn, N. Walker, T. Whetstone and Clerk C. Homan
Guests: HR Manager Lanie Lambert

CALL TO ORDER

Clerk C. Homan assured the Civil Service Commission (CSC) 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 June 23, 2022 Meeting

Motion: N. Walker made a motion to approve the minutes of the June 23, 2022 meeting as presented. The motion was seconded by T. Whetstone. All members voted aye, and the motion carried.

2. NEW BUSINESS

A. Part-Time Grounds Maintenance

There is currently no existing list for full-time or part-time Grounds Maintenance. The job responsibilities of an individual in this position were reviewed. It was mentioned the evaluation form used in the past has worked well, and no changes are requested.

Motion: Chairman S. Korhn made a motion to conduct oral interviews, using the same criteria and weights as in the past and attached, for Part-Time Grounds Maintenance. Interviewers for the position will be Water Treatment Plant Supervisor Adam McDowell, Assistant Water Treatment Plant Supervisor Joe Ewers and HR Manager Lanie Lambert. The advertising should be with The Crescent News, Ohio Municipal League, Indeed.com and the City of Defiance website/Facebook page. Because it is an entry level position, those who submit a DD214 before the deadline of August 5, 2022, and receive a passing score on the oral interview, are eligible for Veterans Preference Credit. The motion was seconded by T. Whetstone. All members voted aye, and the motion carried.

B. Entry Level/Lateral Transfer Police Officer—Testing Update

Clerk C. Homan reminded the group at the June meeting it was discussed to use 60% as a minimum passing score on all areas of testing for the Entry Level/Lateral Transfer Firefighters in an attempt to end up with more candidates. Chief Shafer has requested amendment of the previously discussed and approved minimum score for Entry Level/Lateral Transfer Police

Officers changing it from 70% to 60% as well.

Motion: Chairman S. Korhn made a motion that a change in the previous motions approved June 2022 for Lateral Transfer and Entry Level Police Officers be made to reflect a minimum passing score, for any and all aspects of those tests, be a score of 60% instead of 70%. In all other aspects, the motions for Lateral Transfer/Entry Level Police Officers stay the same. This is based on the fact the City is currently conducting testing and this motion does not affect any previous rounds. The motion was seconded by N. Walker. All members voted aye, and the motion carried.

C. Fire Mechanic—Testing Update

Clerk C. Homan informed the group when the original criteria for Fire Mechanic testing was approved in April 2022, the minimum passing score was set at 70%. The testing has since taken place, and the two candidates who participated in the testing scored below 70% but above 60%. Since the CSC has used 60% as a minimum passing score for other testing, it was proposed to reduce the minimum score requirement for this position as well.

In response to a question from Chairman S. Korhn, Clerk C. Homan stated the Fire Chief, not knowing the candidates individual scores, feels these are quality candidates and would like to see one of them moved into the Fire Mechanics position.

Motion: Chairman S. Korhn made a motion that the minimum passing score for the Fire Mechanic test be reduced from 70% to 60% and applied retroactively to the test completed June 30, 2022. Therefore, there will be no need to retest for the position and the existing test can be used. No one on the CSC knows who scored first and who scored second and they have the ability to set any desired minimum passing score for testing. Making this retroactive is especially based on the Fire Chief and Assistant Fire Chief not knowing any individual scores either, but in their opinion both of the candidates are qualified. The motion was seconded by T. Whetstone. All members voted aye, and the motion carried.

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

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 AN ACCURATE RECORD CAN BE MAINTAINED FOR THE BENEFIT OF ALL.

Cc: Mayor Mike McCann, Jeff Leonard, Sean O'Donnell, Lanie Lambert, Division Heads.