

MINUTES OF THE  
CIVIL SERVICE COMMISSION MEETING  
Council Conference Room  
Thursday, October 6, 2016

Attendance: Scott Orille, Chairman  
Jim Janis, Vice Chairman  
Susan Olijar, Secretary

Valerie Rosmarin, Clerk

Also in attendance: HR Director DeTillio and Chief Huerner

The meeting commenced at 5:00 p.m.

1. Approval of Minutes

Chairman Orille made a motion to approve the minutes from September 8, 2016. The motion was seconded by Secretary Olijar. Motion passed. 3-0.

2. Fire Department

- Assistant Fire Chief

After the Clerk scheduled the promotional exams, she was informed that Assistant Fire Chief Moore postponed his retirement; therefore, Chief Huerner requested the Civil Service Commission suspend the promotional exam until mid 2017. The exams were cancelled.

- Firefighter/Paramedic

The Clerk reported that she contacted Tri-C and LCCC and learned that they both will have a new class of graduates in mid December. Since the Civil Service Commission wants to include these new graduates, it was decided that the application process will begin in mid December with an exam in January.

The Clerk obtained sample questions from testing companies, Ramsey & Associates and the Ohio Public Safety Exams. Ohio Public Safety Exams is a new testing agency from Brecksville and requested to meet with the Civil Service Commission to discuss their testing process.

The Clerk will contact and schedule the Ohio Public Safety Exams to attend the next meeting.

3. Entry Level Patrolman – Police Department

Chief Streator forwarded to the Civil Service Commission the request from Andrew Kehl, candidate No. 1, to be removed from the certified eligibility list.

**Motion:** Chairman Orille made a motion to remove Andrew Kehl from the certified eligibility list. The motion was seconded by Vice Chairman Janis. Motion passed. 3-0.

**Motion:** Chairman Orille made a motion to certified the revised eligibility list and to forward the next candidate, Zachary Mullins, to Chief Streator. The motion was seconded by Vice Chairman Janis. Motion passed. 3-0.

4. Updates

- Rule Changes

The amendments to the Civil Service Rules were approved by the Human Resources Committee of Council and will be presented for first reading at the Council meeting on October 11, 2016.

- Recreation Department

HR Director DeTillio informed the Civil Service Commission that the job description for the Program Manager will be amended. The Recreation Director did not want this position to be considered the second in command; therefore, it should be classified. The next step is to have the union decide if this position will be included in the bargaining unit. A meeting has been scheduled for October 18<sup>th</sup>.

- Utilities Department

Chief Utilities Executive Danielson emailed the Clerk to inform the Civil Service Commission that a laborer will retire in November. Since there is a current eligibility list, Mr. Danielson requested the applications of the top five candidates.

The Clerk reported that Mr. Danielson is preparing job descriptions for three customer representative positions. He wondered if the Civil Service Commission could conduct one test for these three positions. The Clerk spoke with Pat Ramsey at Ramsey & Associates and she stated one test could be created. The test would have three parts. All candidates would complete section one. If any are qualified for the second level position, then they would continue with section two of the exam. If any are qualified for the third level position, then they would continue with section three of the exam. The results would be compiled into three separate lists.

The Civil Service Commission will review this concept after the job descriptions have been created. After discussions, the Civil Service Commission decided to request an organizational chart of the Utilities Department from Mr. Danielson.

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Meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

