

MINUTES OF THE
CIVIL SERVICE COMMISSION MEETING
Engineering Conference Room
Wednesday, December 5, 2013

Attendance: Scott Orille, Chairman
John Morgan, Vice Chairman
James Moyse, Secretary

Valerie Rosmarin, Clerk

Also in attendance: HR Director DeTillio and Rick Eberle, Chief of Utility Operations

The meeting commenced at 6:00 p.m.

1. GIS Analyst Job Description – Utilities Department

The Utilities Department requested the creation of a new position, GIS Analyst. This position was approved by the Board of Municipal Utilities and presented to the HR Committee of Council. Todd Daniels, Chief Utilities Executive, forwarded the job description to the Commission to determine the classification.

Rick Eberle reviewed the job description and explained the reasons the Board of Municipal Utilities determined this position to be unclassified. Specifically, this position is highly technical.

Chairman Orille reported that all positions are deemed classified unless they are specifically excluded in ORC 124.11(A) and Codified Ordinances Chapter 278.05.

Mr. Eberle stated that this position requires a specialized education and a limited number of people are qualified. Based on the particular skill set needed, it would impossible to test.

HR Director DeTillio stated he conferred with Engineering/Service Director Reitz, who is in agreement that this position is highly technical and the job description fits the position.

Motion: Mr. Morgan made a motion to consent to the designation of the GIS Analyst as unclassified as listed on the job description. The motion was seconded by Mr. Moyse.

Vote: 3-0.

The basis for the unclassified designation is Codified Ordinance Chapter 278.05 Exemptions, subsection (i) “appointments to any other office requiring peculiar or exceptional qualifications.”

2. Police Department

- Entry Level Patrolman

Chief Owad requested the Commission create an eligibility list for Entry Level Patrolman due to the vacancy created from the recent promotions and the anticipated vacancy of a patrolman expected to retire December 31st.

The Clerk obtained quotes for advertisements in local publications. Since the Commission has had significant expenditures in 2013, the budget has been depleted. Based on the existing balance, the Commission can only advertise in *The Chronicle*, *The Press*, and *The Morning Journal*. It is too costly to advertise in *The Plain Dealer*; however, the Commission could post notice on Cleveland.com. The Commission can advertise now in limited publications or wait until 2014 when the budget will cover advertisements in all publications. If the Commission begins this process now, an eligibility list will be available the end of January; if the Commission waits until 2014, the eligibility list won't be available until the end of February. The Clerk discussed this issue with Interim Assistant Police Chief Streator. Due to the vacancies in the Police Department and the lengthy process involved in selecting a candidate, Chief Owad wants the Commission to begin the process now.

The Commission decided that the application process will open December 9th and conclude on December 20th. The written exam will be conducted on January 11, 2014 at the Avon Lake High School. Candidates who successfully pass the written exam will have an opportunity to participate in the agility test at Tri-C on January 19th. Also, the Commission will accept agility certificates of candidates issued from July 21, 2013 until the cutoff date of January 19, 2014.

Motion: Mr. Morgan made a motion to advertise in the following publications: *The Chronicle*, *The Press*, and *The Morning Journal*, and online at www.cleveland.com for at a cost not to exceed \$1,800. The motion was seconded by Mr. Moyse. **Vote: 3-0.**

Mr. Morgan made a motion to authorize I/O Solutions as the testing agency. The motion was seconded by Mr. Moyse. **Vote: 3-0.**

- Sergeant Promotional

The Clerk reported that the appointment of Leslie Carrender as Sergeant was approved by the HR Committee of Council. Mr. Carrender will be sworn in at the Council Meeting on December 9th.

Action: The Commission certified Leslie Carrender as Sergeant in the classified service of the City of Avon Lake. A certificate of appointment was signed and will be forwarded to Mr. Carrender.

- Lieutenant Promotional

The Clerk reported that the appointment of Vincent Molnar as Lieutenant was approved by the HR Committee of Council. Mr. Molnar will be sworn in at the Council Meeting on December 9th.

Action: The Commission certified Vincent Molnar as Lieutenant in the classified service of the City of Avon Lake. A certificate of appointment was signed and will be forwarded to Mr. Molnar.

Meeting was adjourned at 6:49 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

