

MINUTES OF THE
CIVIL SERVICE COMMISSION MEETING
Public Works Conference Room
Thursday, February 18, 2016

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

Valerie Rosmarin, Clerk

Also in attendance: HR Director DeTillio, Police Chief Streator, and Mayor Zilka

Susan Olijar was sworn in as a member of the Civil Service Commission on January 20, 2016.

The meeting commenced at 6:00 p.m.

1. Approval of Minutes

Chairman Orille made a motion to approve the minutes from January 7, 2016. The motion was seconded by Vice Chairman Janis. Motion passed.

2. Police Department

- Entry Level Patrolman

Chief Streator requested the Commission create an eligibility list. The Clerk provided the Commission with statistics of past eligibility lists, i.e. the number of applicants, the advertisement process, and the testing agency. The testing agency for the last three eligibility lists was I/O Solutions. The Clerk obtained sample tests from I/O Solutions and a local testing agency, Ramsey & Associates, and forwarded them to Chief Streator for his review.

In response to Chairman Orille, Chief Streator said he was not satisfied with I/O Solutions' exam since it is a nationwide test. There are questions within the exam that pertain to subject matters that do not apply to Avon Lake. In speaking with other communities, Chief Streator recommended the Commission consider Ramsey & Associates from Akron. Their exam is suited for local communities and police agencies; and if requested, they will tailor the exam to test specific knowledge the city or civil service may require. One aspect of the exam consist of distributing information to the candidate, providing time for them to decipher that information, and asking questions on the information. The results from this method are applicable to the skills Avon Lake would seek in a candidate.

The Clerk polled other communities. The results were as follows: Westlake, Bay Village, and Avon used Ramsey & Associates with favorable results; North Ridgeville used I/O Solutions; and North Olmsted used Ergometrics, which is a video exam. Ramsey & Associates created a test for the Commission last year for the position of Recreation Programmer.

The Commission discussed the testing agencies and reviewed their sample exams. Based on the Chief Streater's recommendation and the Commission's prior experience, the Commission decided to use Ramsey & Associates as the testing agency. The Clerk will contact Pat Ramsey to determine a date for the exam.

The Clerk provided the Commission with quotes for advertisements from *The Press* and Cleveland.com and discussed other areas the Commission could advertise.

Motion: Chairman Orille made a motion to approve the advertising budget for Craig's List in the amount of \$50, Cleveland.com in the amount of \$255, *The Press* in the amount of \$306, the *Plain Dealer* in the amount of \$400, and Linkin in the amount of \$100. The motion was seconded by Vice Chairman Janis. Motion passed.

Motion: Chairman Orille made a motion to authorize Ramsey & Associates of Akron as the testing agency for the Entry Level Patrolman exam. The motion was seconded by Vice Chairman Janis. Motion passed.

- Dispatcher

Chief Streater requested the Commission create an eligibility list for Dispatcher. There is no vacancy; however, Chief Streater would like to have a list in place in the event that a vacancy becomes available.

The Commission will not begin the process of advertising for the position or collecting applications until the Entry Level Patrolman exam has been concluded.

Motion: Chairman Orille made a motion to authorize Ramsey & Associates of Akron as the testing agency for the Dispatcher exam. The motion was seconded by Vice Chairman Janis. Motion passed.

- Leave of Absence

The Clerk reported to the Commission that Patrolman Luke Hagedorn submitted a request for a one-year leave of absence commencing April 11, 2016. Patrolman Hagedorn accepted a position with the Capitol Police in Washington, D.C.

HR Director DeTillio stated that the Mayor is not opposed to this request.

Chief Streater informed the Commission that Patrolman Hagedorn requested the leave in the event he wishes to return to Avon Lake during that one year period. If a candidate is

selected to fill his vacancy and prior to a conditional offer of employment, Patrolman Hagedorn will be afforded the opportunity to return. If he chooses to remain with the Capitol Police, his name will be placed on the top of the eligibility list for the period of time remaining in the leave of absence.

Motion : Chairman Orille made a motion to approve a one-year Leave of Absence of Patrolman Luke Hagedorn effective April 11, 2016. The motion was seconded by Vice Chairman Janis. Motion passed.

3. Job Description – Economic Development Director

HR Director DeTillio reported that a new position, Economic Development Director, will be created by Council. It will be presented for passage on March 14, 2016. The Commission and the Union are required to review any new position to determine if it falls under their jurisdiction. A copy of the job description was distributed to the Commission for their review. Mr. DeTillio stated his opinion that this position is exempt or unclassified based on the responsibilities and duties as outlined in the job description which are supervisory.

The Commission reviewed and discussed the position and agreed with Mr. DeTillio.

Motion: Chairman Orille made a motion to approve the job description of Economic Development Director as exempt from the classfield service of the City of Avon Lake. The motion was seconded by Vice Chairman Janis. Motion passed.

Meeting was adjourned at 7:09 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

