

MINUTES OF THE  
CIVIL SERVICE COMMISSION MEETING  
Public Works Conference Room  
Wednesday, March 23, 2016

Attendance: Jim Janis, Vice Chairman  
Susan Olijar, Secretary

Valerie Rosmarin, Clerk

Absent: Scott Orille, Chairman

Also in attendance: Mayor Zilka and Councilman Meiners

The meeting commenced at 6:00 p.m.

1. Approval of Minutes

Vice Chairman Janis made a motion to approve the minutes from February 18, 2016. The motion was seconded by Secretary Olijar. Motion passed.

2. Entry Level Patrolman – Police Department

The Clerk reported that 62 applications were submitted to date. The application process began March 7<sup>th</sup> and the deadline is April 1<sup>st</sup>. The Clerk reviewed all the applications and provided the Civil Service Commission with a list of applicants who have college degrees. Civil Service Rules state that bonus points will be awarded for a criminal justice degree or a related field as determined by the Civil Service Commission.

The Clerk reported that she was contacted by two applicants who will graduate with a four-year degree in criminal justice in May. They wondered if the Civil Service Commission would award them any bonus points.

After discussion in regards to the applicants whom have degrees other than criminal justice, Vice Chairman Janis and Secretary Olijar requested to have Chairman Orille weight in along with HR Director DeTillio and Chief Streater. A meeting will be scheduled after the exam.

3. Fire Lieutenant – Fire Department

The Clerk reviewed the current eligibility list for Fire Lieutenant and reported that Chief Huerner requested the Civil Service Commission extend the list for an additional year. The list will expire on April 8, 2016.

**Motion:** Secretary Olijar made a motion to extend the eligibility list for Fire Lieutenant for an additional year. The motion was seconded by Vice Chairman Janis. Motion passed.

4. Waste Water Plant Operator – Utilities Department

The Clerk reported that the eligibility list for Waste Water Plant Operator expired on March 11, 2016. The expiration date was missed by the Clerk. She contacted Chief of Utility Operations Rick Eberle to explain the situation. Mr. Eberle stated that he does not anticipate any retirements until the Summer of 2017 and should a vacancy occur, he will request a new list.

5. HR Committee of Council

Councilman Meiners addressed the Civil Service Commission on issues discussed at an HR Committee of Council. The HR Committee has completed research on veteran bonus points and will forward a recommendation to the Civil Service Commission for their consideration when amending the Civil Service Rules. Further information will be provided by HR Committee Chair, John Shondel.

The Clerk stated that as per the City Charter, the Civil Service Commission is required to review the Civil Service Rules every three years. The rules were reviewed and amended in 2013. Therefore, Civil Service Commission will begin the review process shortly.

Meeting was adjourned at 6:56 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

