

MINUTES OF THE
CIVIL SERVICE COMMISSION MEETING
Public Works Conference Room
Thursday, April 23, 2015

Attendance: Scott Orille, Chairman
Jeffrey Coughlin, Vice Chairman
Timothy Maloney, Secretary

Valerie Rosmarin, Clerk

Also in attendance: Recreation Director Gerrone, HR Director DeTillio, and Chief Utilities Executive Danielson

The meeting commenced at 6:00 p.m.

1. Recreation Programmer Job Description

The Clerk distributed copies of the new job description which will be presented to the Human Resources Committee of Council.

Chairman Orille reported that the Commission is required to determine if the Recreation Programmer is a classified or unclassified position. Chairman Orille asked Recreation Director Gerrone for his recommendation.

Recreation Director Gerrone stated that he does not have any knowledge of a recreation programmer position that is classified. The only classified recreation position he is aware of is a National Park Ranger. However, that is a dual position of law enforcement and naturalist.

HR Director DeTillo stated his opinion that the position falls into the unclassified status according to the Administrative Code 278.04 and the ORC 124.11.

Secretary Maloney stated the job description includes janitorial duties. Those duties fall in the classified status. Also, the position is not supervisory in nature and states the person in this position oversees part-time employees. That oversight duty is classified. However, if it is to be a supervisory position, then it would be deemed unclassified.

Recreation Director Gerrone reported that numerous discussions were held regarding the responsibilities of this position. Despite being a full-time entry level position, part-time and seasonal employees fall below it on an organizational chart.

HR Director DeTillo stated that under state and city civil service, supervisors determine the function of the job; evaluate, recommend discipline, or termination of an employee. The person in this position will not have those responsibilities and will be placed in the Collective Bargaining Unit.

Chairman Orille asked what category this position would be placed in the list of exceptions in the ORC or Administrative Code?

Vice Chairman Coughlin stated that every position should be classified unless it falls into the list of exceptions. After his review of the job description, he could not find any exceptional qualifications a person would be required to have for this position to be unclassified.

Secretary Maloney stated that if there is some uniqueness of the position, it would be unclassified. The job description reads this person would have some unique knowledge or unique job experience that would not attach to an average employee. He asked Mr. Gerrone if the person in this position would represent him if there was a meeting involving department heads and he was not available. Mr. Gerrone stated that there is another full-time administrative position in the department which is above the recreation programmer and the individual in that position would represent him in his absence first. He informed the Commission that there were two part-time employees who resigned. They did not have these qualifications; however, they had the aptitude. It is his intention to take the department to the next level and hire park and recreation professionals.

Motion: Chairman Orille made a motion to adopt the job description of Recreation Programmer to the classified position. The motion was seconded by Secretary Maloney.
Vote: 3-0.

2. Laborer – Utilities Department

Chief Utilities Executive Danielson reported that interviews were conducted of the top five candidates. The Municipal Board of Utilities approved the hiring of Donald Hall to the laborer's position, Step 1 B.

The Clerk revised the certified eligibility list upon the selection of Donald Hall.

Motion: Secretary Maloney made a motion to certify the appointment of Donald Hall to the position of Laborer in the classified service of the City of Avon Lake. The motion was seconded by Chairman Orille. **Vote:** 3-0.

Action: A copy of the Certificate of Appointment will be forwarded to Mr. Hall.

3. Waste Water Treatment Plant Operator – Utilities Department

Chief Utilities Executive Danielson reported that a Waste Water Treatment Operator retired several months ago. As per the Collective Bargaining Unit, an internal posting of the vacancy was conducted. The Maintenance Mechanic II applied and was interviewed for the position. Mr. Tomsik was selected to fill the vacancy. The Municipal Board of Utilities approved the transfer of Mr. Tomsik.

Motion: Chairman Orille made a motion to certify the appointment of Joseph Tomsik to the position of Waste Water Treatment Plant Operator in the classified service of the City of Avon Lake. The motion was seconded by Vice Chairman Coughlin. **Vote:** 3-0.

Action: A copy of the Certificate of Appointment will be forwarded to Mr. Tomsik.

Mr. Danielson reported due to Mr. Tomsik's transfer, a vacancy of Maintenance Mechanic II was created. The Utilities Department is interviewing candidates from the Waste Water Treatment Plant Operator eligibility list certified on March 12, 2015.

The Clerk asked Mr. Danielson if the person filing the vacancy created by Mr. Tomsik would be a Maintenance Mechanic II or a Waste Water Treatment Plant Operator.

Mr. Danielson stated that it has not been decided and up for consideration is broad banding the names of these positions. However, the Maintenance Man II serves as a relief operator.

4. Civil Service Process

Secretary Maloney stated his opinion that the Commission should make a motion when certifying an individual to a classified position rather than simply signing the Certificate of Appointment. On March 12, 2015, the Commission omitted that motion when appointing a lieutenant in the Fire Department.

After discussion, both Chairman Orille and Vice Chairman Coughlin agreed with that opinion and concluded that both a formal motion and the signing of the eligibility list will be the process adopted by the Commission.

Motion: Secretary Maloney made a motion as amended to approve the certification of Jeremy Betsa as Lieutenant in the Fire Department retroactive to April 9, 2015. The motion was seconded by Vice Chairman Coughlin. **Vote:** 3-0.

Meeting was adjourned at 6:44 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

