

MINUTES OF THE
CIVIL SERVICE COMMISSION MEETING
Public Works Conference Room
Wednesday, May 18, 2016

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

Valerie Rosmarin, Clerk

Also in attendance: Chief Huerner and Mayor Zilka

The meeting commenced at 6:04 p.m.

1. Dispatcher/Records Clerk – Police Department

The Clerk reported that Chief Streator recommended Ramsey & Associates for the dispatcher/records clerk test. A copy of the quote from Ramsey & Associates was provided to the Civil Service Commission. After review and discussion, the Civil Service Commission decided to selection option #1, which is an audio and written exam.

Motion: Chairman Orille made a motion to retain Ramsey & Associates to administer the dispatcher/records clerk option No. 1 examination. If Chief Streator requests Ramsey & Associates to administer option No. 2 and/or option 3, the Civil Service Commission will review his request. The motion was seconded by Vice Chairman Janis. Motion passed. 3-0.

The Clerk reported the test has been tentatively scheduled for June 28th. If Chief Streator wishes to add the additional options, the Civil Service Commission can authorize those when they meet in June prior to this tentative date. Based on that tentative date, the application process could begin on Tuesday, May 31st and conclude on Monday, June 27th. Quotes were obtained for advertising the test from Cleveland.com, *The Press*, and Craig's List.

Secretary Olijar suggested capping the number of applications collected. After discussions, the Civil Service Commission decided to cap the number of applications collected at 80. The Clerk will inform Chief Streator to seek his opinion.

Motion: Chairman Orille made a motion to establish the tentative date of June 28th for the examination of the dispatcher/records clerk position and to begin collecting applications on May 31st. The motion was seconded by Vice Chairman Janis. Motion passed. 3-0.

Motion: Chairman Orille made a motion to authorize the advertisement for 30 days on Cleveland.com and Craig’s List and twice in *The Plain Dealer* and once in *The Press* for amount not to exceed \$350. The motion was seconded by Vice Chairman Janis. Motion passed. 3-0.

Motion: Chairman Orille made a motion to cap the number of applications collected at 80. The motion was seconded by Vice Chairman Janis. Motion passed. 3-0.

2. Fire Department

Chief Huerner informed the Civil Service Commission that an eligibility list for firefighter/paramedic and assistant fire chief will need to be established. The Ohio Fire Chiefs Association conducted the lieutenant and assistant fire chief promotional in 2015 and Chief Huerner recommended OFCA again for the assistant fire chief promotional exam. In regards to the firefighter/paramedic exam, Chief Huerner did not have any preference in a testing company. He stated that the selection of the firefighter/paramedic is determined through the interview process of the candidate and their conditionals. Therefore, he would be satisfied with a basic entry level exam.

Chief Huerner reported that on the last eligibility list for firefighter/paramedic, there were several candidates who did not have their paramedic license. The Civil Service Rules allow for candidates without paramedic licenses to be certified to the eligibility list. However, they cannot be appointed to the position until the license has been obtained. Therefore, Chief Huerner proposed the Civil Service Commission amend Civil Service Rule 15(a)(2) and/or establish a deadline for the candidate to have a paramedic’s license.

The Civil Service Commission discussed the procedures to change the rules. The Clerk stated that after the Civil Service Commission approves a rule change, it is presented to the HR Committee for their recommendation to Council. Thereafter, it will be either be approved by Council motion or legislation. If legislation is the method of approval, it will have three readings (or Council meetings) before passage by Council. The last rule change, Council approved it by motion which would only require one Council meeting.

After discussions, amendments to the rules pertaining to the Fire Department will be on the agenda for the June meeting of the Civil Service Commission.

3. Annual Report

The Clerk distributed and reviewed the Annual Report and the Report of Activities for 2015 to be filed with the State Personnel Board of Review.

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Meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

