

MINUTES OF THE
CIVIL SERVICE COMMISSION MEETING
Public Works Conference Room
Thursday, June 18, 2015

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

Valerie Rosmarin, Clerk

Also in attendance: HR Director DeTillo, Fire Chief Huerner, and Chief Utility Operations Eberle

The meeting commenced at 6:00 p.m.

1. Firefighter/Paramedic - Fire Department

Chief Huerner requested the Civil Service Commission approve the appointment of Clayton Khoma as firefighter/paramedic. Mr. Khoma successfully completed all tests and evaluations in the interview process and will be sworn in at the Council meeting on June 22, 2015.

Motion: Secretary Maloney made a motion to certify the appointment of Clayton Khoma to the position of Firefighter/Paramedic in the classified service of the City of Avon Lake. The motion was seconded by Chairman Orille. **Vote:** 3-0.

Action: The Civil Service Commission endorsed the Certificate of Appointment. A copy will be forwarded to Mr. Khoma.

Motion: Chairman Orille made a motion to certify the updated eligibility list. The motion was seconded by Secretary Maloney. **Vote:** 3-0

2. Patrolman - Police Department

Chief Streator forwarded to the Civil Service Commission the request of Kyle Schultz to be removed from the certified eligibility list.

Motion: Chairman Orille made a motion to remove Kyle Schultz from the eligibility list and to forward the application of Donald Love to Chief Streator. The motion was seconded by Vice Chairman Coughlin. **Vote:** 3-0.

3. Utilities Department

- Water Plant Operator

Chief of Utility Operations Eberle informed the Civil Service Commission that Water Plant Operator Marcus Leibas certified by the Civil Service Commission in May 2015 resigned from this position after two weeks of employment. Mr. Eberle reviewed the interview notes of the candidates on the certified eligibility list and selected Joshua Spinks. The Municipal Utilities Board approved Mr. Spinks as Water Plant Operator on June 16, 2015.

Motion: Chairman Orille made a motion to certify Joshua Spinks to the position of Water Plant Operator in the classified service of the City of Avon Lake. The motion was seconded by Secretary Maloney. **Vote:** 3-0.

Motion: Secretary Maloney made a motion to certify the updated eligibility list. The motion was seconded by Chairman Orille. **Vote:** 3-0

Action: The Civil Service Commission endorsed the Certificate of Appointment. A copy will be forwarded to Mr. Spinks.

- Waste Water Treatment Plant Operator

Chief of Utility Operations Eberle informed the Civil Service Commission that a panel interviewed the 14 candidates on the certified eligibility list. The top five candidates were interviewed a second time and Adam Sisson was selected. The Municipal Utilities Board approved Mr. Sisson as Waste Water Treatment Plant Operator on June 16, 2015.

Motion: Chairman Orille made a motion to certify Adam Sisson to the position of Waste Water Treatment Plant Operator in the classified service of the City of Avon Lake. The motion was seconded by Secretary Maloney. **Vote:** 3-0.

Motion: Vice Chairman Coughlin made a motion to certify the updated eligibility list. The motion was seconded by Chairman Orille. **Vote:** 3-0

Action: The Civil Service Commission endorsed the Certificate of Appointment. A copy will be forwarded to Mr. Sisson.

4. Engineering Technical Aide I – Public Works

Public Works Director Reitz requested the Civil Service Commission create an eligibility list due to a vacancy. The Clerk received a quote of \$4,000 from Bramhall Engineering to prepare the exam. The exam administered in 2001 was prepared by Bramhall Engineering at a cost of \$1,800.

HR Director DeTillo reported that the department has been without an engineering tech since December 2014. As per the collective bargaining agreement, the position was posted in house. No one within the department submitted a letter of interest.

The Civil Service Commission discussed the quote submitted and the fee which significantly increased.

HR Director DeTillo stated that the job description was updated and the test created will include questions relevant to the new job responsibilities. Therefore, the test will be different than the one administered in 2001.

Motion: Chairman Orille made a motion to approve the creation of a test by Bramhall Engineering for the Engineering Technical Aide I for at a cost not to exceed \$2,500. The motion was seconded by Vice Chairman Coughlin. **Vote:** 3-0.

The Civil Service Commission selected the exam date of July 21st. The Clerk will contact the Avon Lake Public Library to reserve the McMahan Room.

The Clerk received quotes for the advertisement of the application process from *The Press*, *The Chronicle*, and Cleveland.com. Public Works Director Reitz will post an ad with the Engineering Department at Cleveland State University.

Motion: Chairman Orille made a motion to approve the advertisement with Cleveland.com in the amount of \$125.00, *The Chronicle* in the amount of \$359.00, and *The Press* for an amount up to \$350.00. The motion was seconded by Secretary Maloney. **Vote:** 3-0.

5. Recreation Programmer

The Clerk reported that the job description for Recreation Programmer will move forwarded and will be up for passage on July 13th.

HR Director DeTillio stated that the HR Committee of Council approved the job description on June 2, 2015. Initially, some members of Council were opposed to the position and have since changed their position realizing that there is a vacancy in the department which needs to be filled.

The Clerk reported the Recreation Director Gerrone requested the Civil Service Commission create an eligibility list as soon as the job description has been approved. She received two quotes from local testing companies who could create a general knowledge test: (1) Ramsey & Associates from Akron charges \$780 for 40 people with an additional charge of \$12/per person thereafter; and (2) Clancy & Associates from Cleveland charges \$700 for six people, with an additional charge of \$10/per person thereafter, plus mileage.

Ramsey & Associates created a test for the position of Recreation Programmer for the City of Green and the City of Kent. It was a general knowledge test with some recreation questions included. Pat Ramsey indicated she would contact Recreation Director Gerrone to seek his input.

Tom Clancy of Clancy & Associates stated he could not create a test specifically for the position of Recreation Programmer. His test would be a general knowledge test.

HR Director DeTillo stated that he will meet with union representatives after the job description is approved to determine which collective bargaining unit this position will be placed along with the pay scale.

The Civil Service Commission will proceed with the application process after the job description is approved and the pay scale determined.

6. Payroll Certification

The Clerk reported that Secretary Maloney certified the payroll on June 10th and had concerns with the procedures of payroll certification.

Secretary Maloney stated that he questioned what the Civil Service Commission is exactly approving when the payroll is certified. He noted that the payroll clerk provides the Civil Service Commission with two lists, one list itemizes all the classified employees per department and the other is the payroll sheets which indicate the amount each classified employee will receive. It is his opinion that both the list and the time sheets should not be prepared by the same individual. There appears to be no central record of all the classified employees. If the Civil Service Commission maintains the list, the Clerk could provide it whenever payroll is certified. The other item of concern is the fact that the payroll records vary from department to department.

HR Director DeTillo stated that he was assigned the task of developing a more efficient and unified payroll method. He contacted several companies and selected a payroll system by ADP. Finance Director Presley placed the ADP system on hold until a new financial package was installed. However, the financial package was held up due to hardware issues. The state auditors have not objected to the current process being utilized.

Secretary Maloney stated that if the City and state auditors are satisfied with the current payroll certification, then it is his recommendation that the Civil Service Rules clearly define what the Civil Service Commission is approving, that the Clerk maintains a central record of all classified employees, and she produces that list when payroll is certified.

Action: The Clerk will create a master list for the next payroll certification. When the Civil Service Rules are reviewed in 2016, the Civil Service Commission will discuss amending the rules to define payroll certification.

7. Budget

The Clerk reported that additional funds in the amount of \$15,000.00 were placed in the Civil Service Commission's budget.

Meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

