

MINUTES OF THE  
CIVIL SERVICE COMMISSION MEETING  
Public Works Conference Room  
Thursday, August 11, 2016

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

Valerie Rosmarin, Clerk

Also in attendance: HR Director DeTillio

The meeting commenced at 4:05 p.m.

1. Approval of Minutes

Chairman Orille made a motion to approve the minutes from June 6, 2016 and July 7, 2016. The motion was seconded by Vice Chairman Janis. Motion passed. 3-0.

2. Dispatcher/Records Clerk - Police Department

The Clerk reported that there were no protests submitted on the written exam. The list was prepared for certification. As requested in July, Chief Streater was provided with the contact information of the top five candidates. Since there is not a full-time vacancy, the top five candidates will be contacted to determine if any are interested in a part-time position.

**Motion:** Chairman Orille made a motion to certify the eligibility list of the Dispatcher/Records Clerk for a period of one year. The motion was seconded by Vice Chairman Janis. Motion passed. 3-0.

3. Amendments to Civil Service Rule 17 Section G-J

Due to the changes of the rank structure in the Fire Department, amendments to the language in Rule 17 were needed as follows:

**Proposed Modifications to Civil Service Rule 17 Section G - J**

Section G. Except as provided in Section J of this Rule, no person who has not had at least one (1) year of continuous service as a Lieutenant in the Fire Department of the City of Avon Lake shall be eligible to take an examination for promotion to the position of **Chief Captain**.

**Section H.** Except as provided in Section J of this Rule, no person who has not had at least one (1) year of continuous service as a Captain in the Fire Department of the City of Avon Lake shall be eligible to take an examination for promotion to the position of Assistant Chief.

**Section I.** Except as provided in Section J of this Rule, no person who has not had at least one (1) year of continuous service as an Assistant Chief in the Fire Department of the City of Avon Lake shall be eligible to take an examination for promotion to the position of Chief.

**Section H J.** If there are not two qualified candidates holding a position in the rank immediately below the rank of the position to be filled, who are willing to take an examination for promotion, the Commission may allow partially qualified candidates holding positions in the next lower rank to take the examination for promotion. For purposes of this Rule “partially qualified candidates” means a person who possesses the minimum qualifications necessary to take a promotional exam other than the qualifications of time spent in the lower rank, as set forth in Section C, D, E, F, G, H, and I above.

**Motion:** Chairman Orille made a motion to adopt the proposed changes to Civil Service Rule 17(G) through (J) subject to the approval by Council. The motion was seconded by Vice Chairman Janis. Motion passed. 3-0.

4. Amendments to Civil Service Rule 9(C) and Rule 17(J) – Seniority

Based on the recommendations of the Fire Chief, the Civil Service Commission will consider amending the seniority points awarded in promotions. The Clerk informed Chief Streater of the proposal and has not received his response. The Civil Service Commission discussed the following amendments to Rule 9 and Rule 17. The Clerk was directed to forward the proposal to Chief Streater for his input. The proposed amendment will be considered at the next meeting in September.

**Proposed Modifications to Civil Service Rule 9 Section C and Rule 17(I)**

Seniority. There shall be added to the **final combined score of the** passing written grade **and assessment center** of those applicants taking promotional examinations a credit for seniority, which shall be determined as follows:

One percentage point (1%) for each year of the first four (4) years of service and six-tenths of one percentage point (.6 %) for each year of the next ten (10) years of service. Seniority credits shall be awarded for partial years of service for each full month of service less than one year on a pro rata basis.

Years of service shall be determined as of the date of the examination or, if the examination consists of more than one part, as of the date of the first part of the examination. (Amended 1/24/00) Employees who have previously resigned their employment with the City of Avon Lake and become re-employed with the City are not entitled to seniority credits toward promotions based on their previous employment.

5. Miscellaneous

- The Civil Service Commission discussed the agenda for next month. The recommendation of the HR Committee to increase veteran points from 5 percent points to 15 percentage points will be placed on the agenda. The Clerk will inform Councilman John Shondel, Chair of the HR Committee and request that he provide the Civil Service Commission with the basis for this recommendation.
- The Clerk obtained quotes for the written exam and assessment center from Chief Woo and Chief Talcott of the Ohio Fire Chiefs Association for the Assistant Fire Chief promotional. Chief Huerner requested the Civil Service Commission conduct the promotional exam in November/December. The Civil Service Commission will discuss a time line for the promotional at the next meeting.

Meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

