

MINUTES OF THE
CIVIL SERVICE COMMISSION MEETING
Public Works Conference Room
Thursday, August 20, 2015

Attendance: Scott Orille, Chairman
Timothy Maloney, Secretary

Valerie Rosmarin, Clerk

Absent: Jeffrey Coughlin, Vice Chairman

Also in attendance: Lt. Fishburn and HR Director DeTillo

The meeting commenced at 6:00 p.m.

1. Entry Level Patrolman - Police Department

Lt. Fishburn informed the Civil Service Commission that Donald Love requested to be removed from the certified eligibility list. A copy of his request was presented to the Civil Service Commission.

Motion: Chairman Orille made a motion to amend the eligibility list to remove Donald Love from the list and to forward the application of next eligible candidate, Brian Holmes, to Chief Streator. The motion was seconded by Secretary Maloney. **Vote:** 2-0.

2. Fire Department

- Assistant Fire Chief

The Clerk reported that the results of the Assessment Center conducted on August 15, 2015 by the Ohio Fire Chiefs Association were received. Three candidates were scheduled to participate. However, one informed the Clerk prior to the Assessment Center that he would not be attending. The two candidates who participated received a passing score. The Clerk calculated the final results which incorporated the written exam, assessment center, and seniority points.

Action: The Clerk will notify the candidates via email and interoffice mail of the final results and the Civil Service Commission will certify the eligibility list at the September 2015 meeting.

- Firefighter/Paramedics

HR Director DeTillio reported that Captain Angelo Tetorakis submitted his letter of resignation effective November 2, 2015. Chief Huerner requested the Civil Service Commission forward the applications of candidates from the eligibility list.

The Clerk reported that two candidates were previously passed over in the interview process because they had not received their paramedic's license. She was informed that they had completed their schooling. One provided his paramedic's license to the Civil Service Commission and the other one indicated he would send it over shortly.

Motion – Secretary Maloney made a motion authorizing the Clerk to forward to Chief Huerner the applications of the candidates on the eligibility list and to add the appropriate candidate as the situation may exist. The motion was seconded by Chairman Orille.

Vote: 2-0.

HR Director DeTillio noted that with the retirement of Captain Tetorakis, the Civil Service Commission will be requested to appoint a lieutenant from the eligibility list due to that vacancy.

3. Engineering Technical Aide I – Public Works Department

The Clerk reported that five applications were received from candidates who are qualified for the position. They provided the Civil Service Commission with a copy of their degree. Another candidate who submitted an application anticipates receiving his degree in December 2015. The Clerk asked if he is allowed to take the test and placed on the eligibility list and only considered for the position after his degree has been received.

Chairman Orille and Secretary Maloney reviewed the job description. Secretary Maloney noted that the job description states that the “qualified applicant” should possess a college degree. Therefore, if a candidate is not qualified, they cannot take the exam.

The Clerk was instructed to accept all applications and the department head will review and determine if a candidate is qualified. The review should be conducted prior to the test. If someone doesn't meet the qualifications, they must be informed and the application fee returned.

The Clerk reported that in addition to the one candidate who is a student, two candidates submitted applications who did not possess college degrees. They had work experience. She will inform all three that they are not qualified and cannot participate in the exam.

The test will be administered on Saturday, August 29th at 9:30 a.m. at the Avon Lake High School, Room 160/161. The application deadline is Friday, August 28th at 4 p.m.

4. Recreation Programmer – Recreation Department

The Clerk reported that 15 applications were received and the deadline to submit an application is Friday, August 28th at 4 p.m. The test will be administered by Pat Ramsey of Ramsey & Associates.

Chairman Orille and Secretary Maloney reviewed the job description to determine the qualifications of the position.

The Clerk was instructed to forward all applications to Recreation Director Gerrone and HR Director DeTillio for review prior to the exam to determine if the candidate is qualified. If there are any rejected applications, the candidate should be informed and the application fee returned.

Meeting was adjourned at 6:56 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

