

MINUTES OF THE
CIVIL SERVICE COMMISSION MEETING
Council Conference Room
February 10, 2020

Attendance: Robert Baker, Chairman
John Polinko, Vice Chairman
Richard Tayek, Secretary
Valerie Rosmarin, Clerk of Council
Patty Knip, Civil Service Clerk

Also, in attendance: Mayor Zilka, HR Director Siwierka, Chief Streator, Chief Betsa, Recreation Director Tim Pinchek, Chief of Utility Operations-ALRW Robert Munro, Law Director Gary Ebert, Lieutenant Tibbitts.

The meeting commenced at 4:02 p.m.

1. Oaths of Office

Robert Baker, John Polinko and Richard Tayek were sworn into office by Mayor Zilka.

2. Approval of 12/9/19 & 1/13/20 Minutes

Motion: Secretary Tayek made a motion to accept the minutes and to approve as submitted. The motion was seconded by John Polinko. Motion passed 3-0.

3. ALRW

Chief of Utility Operations Munro stated that they have made several attempts to contact James McMickle to schedule an interview. Most recently, on January 13th, a voice mail was left, and an email was sent, and they have not heard back from him. They are requesting his removal from the list, along with the next name on the list.

Motion: Chairman Baker made a motion to remove James McMickle from the Water Filtration Plant Operator list and submit the next name to ALRW. The motion was seconded by Vice Chairman Polinko. Motion passed 3-0.

CUO Munro reported that the hiring team decided unanimously to hire Jason Herkenhoff as Customer Service Clerk and his effective date is February 10, 2020.

Motion: Secretary Tayek made a motion to appoint Jason Herkenhoff as Customer Service Clerk. The motion was seconded by Vice Chairman Polinko. Motion passed 3-0.

The Clerk of Council stated that five applications have been received for the Waste Water Plant Operator exam. CUE Danielson was made aware of the number of applications

received. The deadline is February 14th with the exam scheduled for February 20th. The question was asked if there are only five applicants, does the Commission continue with the exam or cancel it since the top five applicants will be interviewed.

Chairman Baker asked CUE Munro where ALRW is at with the need to fill this position. CUE Munro answered that there will be a retirement in a few months, and they would like to see a new list established for Operator. But there is a need to change the organizational chart. So, the Operator position may be filled as the classified position of Maintenance Man II, which does not currently have a list. This is a job description that they are currently rewriting and will bring the updated version to the Commission. Chairman Baker asked if there would be any impact on ALRW if the exam was postponed. CUE Munro responded that it would not impact ALRW immediately and that a list could be established later in the year.

HR Director Siwierka asked if it was too late to cancel the exam. The Clerk of Council responded that the exam had already been postponed in December, and it could be postponed again. There was no signed contract with the testing company, so it can be cancelled without penalty.

Vice Chairman Polinko stated that he would lean towards postponing the exam to increase the number of applicants provided that the testing company can accommodate the request.

Motion: Chairman Baker made a motion to postpone the Waste Water Plant Operator exam to a date to be determined with Clancy and Associates. The motion was seconded by Vice Chairman Polinko. Motion passed 3-0.

Chairman Baker asked CUE Munro for an update on the job descriptions which were discussed during the Commission's tour of ALRW. During that tour, CUE Danielson indicated that his staff would review all job descriptions to ensure that they were current.

In response, CUE Munro stated that ALRW is revising the Maintenance Man II and Janitor job description. A draft will be forwarded to the Commission in the next two months.

4. Fire Department

The Clerk of Council reported that the test date for Firefighter/Paramedic is Wednesday, April 29th at the high school. There has been no advertising done as of this date. Chief Betsa reported that he had a discussion with Clancy and Associates about the test questions and indicated that he would prefer not only general education questions but job specific since this position requires applicants to be a Firefighter and a Paramedic. Therefore, Fire and EMS knowledge should be a part of this exam. Clancy said they can accommodate and will add a mix of Fire/EMS and general education questions. Chief Betsa felt confident in their ability to formulate the test to meet his specific needs. The cost for the test is \$700.00 for the first 40 applicants and \$15 per person thereafter. The budget for 80 applicants is \$1,300.00 and advertising will not be more than \$1,000.00

Motion: Vice Chairman Polinko made a motion to approve the budget for the Firefighter/ Paramedic Exam in the amount of \$1,000.00 for advertising and \$1,300.00 for the exam. The motion was seconded by Secretary Tayek. Motion passed 3-0.

5. Police Department

Chief Streator reported that Sergeant Victoria Rightnour will retire on February 29th. Officer Thomas Anadiotis is the next candidate on the Sergeant eligibility list and will be appointed by Council on February 24th with an effective date of March 1st.

Motion: Chairman Baker made a motion to approve Thomas Anadiotis to the position of Sergeant, pending Council's approval on the 24th of February, effective March 1st. The motion was seconded by Vice Chairman Polinko. Motion passed 3-0.

Chief Streator reported that the Police Officer exam is scheduled for February 29th, but there is a candidate on the current eligibility list who will take the physical agility exam on February 16th. Based on the results of the physical agility exam, Chief Streator will meet with the Mayor and HR Director Siwierka to determine if a conditional offer should be made. If so, Chief Streator will request the Commission to certify this candidate at the meeting in March.

Chief Streator informed the Commission that Lieutenant Fishburn will retire on May 2nd. Since the current Lieutenant eligibility list expires May 9th, the next candidate on the list will be promoted at a Council meeting in April, with an effective date of May 3rd.

Regarding the Police Officer exam, the Civil Service Clerk reported that to date 15 applications have been submitted. The Commission and Chief Streator discussed ways to increase the numbers through other advertising locations. The Civil Service Clerk will inform Chief Streator of the number of applicants at the end of next week.

6. Public Works Department - Laborer

HR Director Siwierka reported that she and Public Works Director Reitz interviewed the top five candidates from the eligibility list and recommended the hiring of Brandon Haas. Mr. Haas is currently completing drug testing and a physical. His start date will be sometime the end of February or early March. It is requested that the Commission certify this hiring. (A copy of Mr. Haas' application was distributed to the Commission prior to this meeting.)

Motion: Chairman Baker made a motion to approve the appointment of Brandon Haas to the Public Works Department Laborer position, subject to successful completion of all pre-employment requirements, with a date to be determined. The motion was seconded by Vice Chairman Polinko. Motion passed 3-0.

Since Mr. Haas is also a candidate on the ALRW Laborer eligibility list, the Commission discussed if he is automatically removed from that list because of this appointment.

Secretary Tayek confirmed that Civil Service Rule 12 Section (D) states, “in case an eligible name appears on more than one list, appointment to a position in one class shall cause his name to be removed from other eligibility lists for classes the salary of which is equal or lower.”

Based on the removal of Mr. Haas, CUO Munro requested the next candidate on the ALRW-Laborer eligibility list.

7. Recreation Department

Recreation Director Pinchek informed the Commission that Program Manager Nicole Haas gave notice that she will resign the end of the first week in March. Because of this, there is a need to fill the vacancy.

The Clerk of Council informed the Commission that the earliest date a test could be scheduled with Clancy and Associates on March 10th.

HR Director Siwierka commented on the civil service testing process which is performed when a vacancy occurs rather than having tests conducted regularly and eligibility lists in place and candidates available for interview. When an exam is involved, the process of collecting applications is very timely and causes delay in filling an immediate vacancy, as in this situation. This job requires programming duties throughout the year, and someone will not be in this position until May. The applications for this test will have a shortened collection period and the advertising will be very targeted.

Recreation Director Pinchek stated that he will post the job vacancy on the Ohio Parks Recreation Association and NRPA website along with distributing notice to a list of contemporaries in other cities. He noted his frustration with the length of the civil service process since his employee provided six weeks’ notice and a potential candidate cannot be identified for three months. This position needs to be filled immediately because it oversees programming and there is limited staff in the Recreation Department to fill the void. It is hoped that a faster process can be developed for filling vacancies.

HR Director Siwierka stated that she has begun to look at job classifications in the City to determine exempt, not exempt, classified, and unclassified. There are positions in the Charter that are classified and probably should be unclassified. Also, there are unclassified positions that should be classified. An evaluation of these classifications may help with a situation such as this in addition to other paraprofessional positions. There would be a different category for a sworn officer, a starting laborer, or even a promoted laborer which require the testing process. At some point, the Commission will have input in the job classification project.

Motion: Chairman Baker made a motion to secure Clancy & Associates for the Program Manager exam, with a budget of \$700 for the test, \$800 for advertising, and the date of the test March 10th. The motion was seconded by Vice Chairman Polinko. Motion passed 3-0.

8. Civil Service Rule Review

HR Director Siwierka reported that she informed department heads that the Civil Service Commission will be conducting a review of the Civil Service Rules and suggested that the Commission have a dedicated work session reviewing a section at a time, or possibly wait until the job classification has been completed.

Law Director Ebert added that there are some conflicts with the Collective Bargaining Agreement, and the Civil Service Rules need to be updated. HR Director Siwierka and he can begin the process and submit their recommendations to the Commission by the next meeting. These items can be discussed and addressed during the review process.

HR Director Siwierka used the Program Manager position vacancy as an example and noted that there was great consternation with this resignation and Recreation Director Pinchek was very frustrated having to wait for a test to be administered.

Chairman Baker responded that unfortunately this situation does happen in other departments and the Commission can have further discussions on a solution.

Motion: Chairman Baker made a motion to adjourn. The motion seconded by Vice Chairman Polinko. Motion passed 2-0.

Meeting was adjourned at 4:55 p.m.

Respectfully submitted,

Patty Knip, Clerk