

MINUTES OF THE
CIVIL SERVICE COMMISSION MEETING
Council Conference Room
October 9, 2018

Attendance: Scott Orille, Chairman
Jim Janis, Vice Chairman
Sue Olijar, Secretary
Joy Presley, Clerk

Also in attendance: Joe DeTillio, Human Resources Director
Chief Huerner, Fire Department
Steve Presley, Finance Director
Todd Danielson, Chief Utilities Executive ALRW

The meeting commenced at 4:00 p.m.

1. Fire Department

The Clerk reported that Interim Assistant Fire Chief Steven Peter is being appointed to Assistant Fire Chief at the October 9 Council meeting. The Civil Service Commission needs to approve his hiring.

Motion: Vice Chairman Janis made a motion to approve the promotion of Steven Peter to Assistant Fire Chief. The motion was seconded by Secretary Olijar. Motion passed 2-0.

2. Recreation Department

The Clerk reported the current eligibility list for Program Manager is set to expire on November 1, 2018. The list can be extended for one year, expiring on October 31, 2019.

Motion: Vice Chairman Janis made a motion to extend the current eligibility list for Program Manager for one year. The motion was seconded by Secretary Olijar. Motion passed 2-0.

3. ALRW

Chairman Orille reported the Civil Service Commission was meeting to discuss the request by Chief Utilities Executive Danielson to terminate the current eligibility list for Customer Service Clerk and conduct a new test for the position. Finance Director Presley contacted Chairman Orille with questions regarding why the Civil Service Commission would terminate the list. It is his opinion that if we have a current eligibility

list that has potential candidates, those candidates should be given the opportunity to be interviewed for the position. Chairman Orille reported that in the last 2 years, both the Fire Department and Police Department have asked to terminate or not continue a list, under Rule 12, Section B. In order to continue to treat each department equally, Chairman Orille felt Avon Lake Regional Water's request to terminate the current eligibility list was an acceptable request. It is the Civil Service Commission's opinion that the test for ALRW Customer Service Clerk was not successful with providing an accurate pool of candidates. Secretary Olijar discussed the job description for the position of Customer Service Clerk, and suggested it should be reworked. She reported 50% of the candidates hired from the current eligibility list failed after being hired. It is her opinion the combination of an inaccurate job description and a test that was not designed correctly failed to find good quality candidates. Human Resources Director DeTillio discussed that the current test was for a Clerk position. That position does not require a degree. He feels it isn't fair to the current candidates on the eligibility list to say they aren't qualified when in fact they were qualified under the current job description and were tested based on that job description. Chief Utilities Executive Danielson asked for clarification from the Civil Service Commission on how to remove candidates from the list after they have been interviewed and the department isn't interested in considering them for the position. Chairman Orille and Secretary Olijar discussed the current rule for removing a candidate from an eligibility list. Every department has discretion to determine if a candidate being interviewed is right for the position, the departments' culture, and qualified to fill the position. If a department feels a candidate is not a good fit for the position, the department head should bring to the Civil Service Commission a request to remove the candidate and supporting documentation. Chief Utilities Executive Danielson would like to have the opportunity to meet with the Civil Service Commission and request several candidates be removed from the list. This would allow him the opportunity to receive new applications from the current list. Chairman Orille suggested Chief Utilities Executive Danielson look at the candidates that were previously interviewed and be prepared to articulate to the Civil Service Commission why they weren't good, selectable candidates. If their removal is approved, the Civil Service Commission will provide new applications to the department. At this time, Chief Utilities Executive Todd Danielson will continue to conduct interviews, review past candidates, and contact the Civil Service Commission with any request to remove current names from the eligibility list.

Meeting was adjourned at 5:20 p.m.

Respectfully submitted,
Joy Presley, Clerk