

STEPHEN F. KORHN, Esq., *Chairman*
LEONARD G. MYERS., *Member*
NORM WALKER, *Member*
ANN B. SCRIBNER, *Clerk*

CIVIL SERVICE COMMISSION MEETING MINUTES

Monday, October 17, 2016

5:15 p.m. – City-Service Building – Front Conference Room

Present: CSC Members: Chairman S. Korhn, L. Myers, And Clerk A. Scribner
Absent: N. Walker
Guests: T. Schroeder, HR Manager, J. Lehner, Finance Director

CALL TO ORDER

The meeting was called to order at 5:15 pm in the front conference room at City Hall, 631 Perry Street by Chairman S. Korhn. Clerk Scribner reported that all Sunshine Law notices have been complied with.

1. Approval of September 22, 2016 Special Civil Service Commission Meeting Minutes.

Motion: The motion was made by L. Myers, seconded by S. Korhn to approve the Civil Service Commission (CSC) special meeting minutes of September 22, 2016. All members voted aye, the motion carried.

NEW BUSINESS

UBO/Income Tax Account Supervisor: T. Schroeder reported that UBO/Income Tax Manager Kent Seemann has accepted another position. She recalled that when former Income Tax Commissioner Mary Boals retired a few years ago, the position of Income Tax Commission and UBO Manager were rolled into one. With the departure of Mr. Seemann, the City would like the Civil Service Commission to consider separating the two positions again.

Currently there is an Account Supervisor, Linda Davila, who oversees the UBO duties. The City has proposed changes to the Account Supervisor job description which would also encompass some income tax responsibilities and ultimately create a second account supervisor position. This second position would focus on income tax issues and serve in a supervisory role. The position will report to the Finance Director. J. Lehner restated this information.

Motion: The motion was made by S. Korhn, seconded by L. Myers to approve the modifications to the job description for the Account Supervisor for UBO/Income Tax as presented. All members voted aye, the motion carried.

Internal Promotion of Account Clerk: J. Lehner and T. Schroeder stated that there are three Account Clerks currently in the UBO office. There is interest from one internal candidate to

participate in a promotional test for the Account Supervisor for Income Tax. However, it is unclear at this point if indeed more than one individual will apply for the position. All account clerks were informed of potential of the promotion with only one individual immediately expressing interest. J. Lehner noted that it would be difficult to find an individual with experience in both utility billing and income tax. The account clerks are in a union position while the Account Supervisor is non-bargaining which may be a disincentive. There could be three individuals who expressed interest in the position or there could be just one. Furthermore, all three of the eligible candidates are competent and could do the job; according to John Lehner.

T. Schroeder asked should more than one account clerk wish to be considered for the Account Supervisor position, that the oral interview process be used. Interviews would be conducted to John Lehner, Finance Director, Linda Davila, Account Supervisor and herself. The Employee Applicant Evaluation Form used during the last Account Supervisor hiring was shared. T. Schroeder requested that the Vocational Training criteria be combined with the Education criteria for this interview and be given the same "weight" as before.

Motion: The motion was made by S. Korhn that the new Account Supervisor position be filled by the interview process using the oral interview process and the weights to be given for that process will be as follows:

1. Education x 1.0
2. Past Experience x 2.0
3. Communication Skills x 2.0
4. Appearance X 1.0
5. Interest & Enthusiasm toward Position x 1.0

The Finance Director, UBO Account Supervisor and Human Resource Manager will conduct the interviews. A single interview shall take place with the scoring done independently by each examiner. Raw scores will be submitted separately to the Civil Service Clerk for scoring purposes. Candidates would need to achieve a minimum score of seventy percent (70%) to be considered a passing grade. L. Myers seconded the motion. All members voted aye. The motion passed.

As stated above, it is unclear if there will be multiple internal candidates apply for this position. If only one individual applies, the request was made that in order to not delay filling the position; under Civil Service Rule 50.11 that a promotion by Nomination be allowed. S. Korhn read aloud the Local Rule (noted below):

Section 50.11 – Promotion by Nomination (Non- Uniform Services): If there are not at least two (2) employees who are qualified to compete for a promotion, or in case of multiple vacancies, at least the maximum number available pursuant to Section 60.09, and where an examination would be superfluous, the Commission, with the consent of the

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Appointing Authority may authorize the promotion of an employee (s) nominated; provided, however, that the Commission shall first determine that such employee (s) are qualified for the duties of the higher position (s) and certify those employees found qualified. Such nomination and approval by the Commission and recording in the minutes shall be equivalent to certification from an eligible list by the Commission and appointment by the Appointing Authority. The Commission is to determine whether a vacancy is to be filled by promotional or open competitive exam and only vacancies having a classification above the lowest grade in a series may be filled in this manner.

Motion: The motion was made by S. Korhn that if there is only one applicant for the position of Account Supervisor, that the position be filled per section 50.11 of the Local Rules by a Promotion by Nomination. The motion was seconded by L. Myers and passed.

There being no further business, the meeting adjourned at 5:30 pm.

MINUTES APPROVED:



S. Korhn, Chairman



Ann B. Scribner, Commission Clerk

THE ABOVE MINUTES REPRESENT OUR UNDERSTANDING OF THAT WHICH SHOULD BE RECORDED. IF CHANGES SHOULD BE MADE, PLEASE FORWARD PROMPTLY SO THAT AN ACCURATE RECORD CAN BE MAINTAINED FOR THE BENEFIT OF ALL.

Cc: Mayor Mike McCann, Jeff Leonard, David Williams, Tracey Schroeder, Council Members, Division Heads.