

# CIVIL SERVICE COMMISSION MEETING MINUTES

Monday, August 17, 2015

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

Present: CSC Members: Chairman S. Korhn, N. Walker, L. Myers, And Clerk A. Scribner  
Guests: T. Schroeder, HR Manager; D. Williams, Law Director; M. McCann, Council President

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## 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 July 20, 2015 Civil Service Commission Special Meeting Minutes.

**Motion:** The motion was made by N. Walker, seconded by L. Myers to approve the Civil Service Commission (CSC) special meeting minutes of July 20, 2015. All members voted aye, the motion carried.

### 2. NEW BUSINESS

- A. New Position in Engineering – Project Manager: T. Schroeder stated that the City Engineer Melinda Warner has decided a Project Manager would better serve the Division rather than an Assistant Engineer. The Assistant Engineer position that is currently open will not be filled. T. Schroeder has worked with M. Warner to create the attached job description which was reviewed by CSC members. The individual will not be supervising other employees; as other individuals in Classification E. T. Schroeder stated that Classification E seems to fit this position based on others in the same classification. This position will require someone with multiple years of experience in the construction field. It was felt that the salary range available in that classification will attract candidates to the position.

**Motion:** The motion was made by S. Korhn, 2<sup>nd</sup> by L. Myers to approve the proposal to create the position of Project Manager with the job description provided. All members voted aye, the motion carried.

**Motion:** The motion was made by S. Korhn, 2<sup>nd</sup> by N. Walker that the Project Manager position be set at Classification E under the City Classification schedule. All members voted aye, the motion carried.

T. Schroeder stated that the City would like to utilize the oral interview process using the attached sample form (copy attached to the original minutes). CSC members then reviewed the proposed criterion and weighted scores. T. Schroeder stated that past experience and communication is very important carrying more weight in the scoring. She stated that advertising for the position will be conducted in the *Crescent News*, *Toledo Blade* and *Ohio Municipal League*. Interviews would be conducted by City Administrator Jeff Leonard, City Engineer Melinda Warner and HR Manager Tracey Schroeder. As the proposed oral evaluation form was missing the Veterans preference credits, Clerk Scribner was asked to add this to the form. All Veterans preference credits are available to those submitting timely appropriate paperwork. All agreed that 60% would be considered a minimum passing score for the position.

**Motion:** The motion was made by L. Myers to fill the Engineering Project Manager position based on the qualifications outlined in the job description using the oral interview process and using the evaluation sheet created with rankings 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

Candidates will be interviewed by the City Administrator J. Leonard, City Engineer M. Warner and HR Manager T. Schroeder with each scoring independently and submitted to the Civil Service Clerk for grading and tabulation. The position will be advertised in the *Crescent News*, *Toledo Blade* and *Ohio Municipal League* in the customary fashion. All Veterans preference credits are available to those submitting timely appropriate paperwork. A passing score of 60% of the total score is required. The motion was seconded by S. Korhn. All members voted aye, the motion carried.

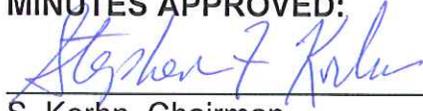
**B. Interns:** D. Williams noted that the City has student interns placed here for academic purposes. Sometimes the interns earn academic credits; some are paid and some are not. The Rules do not address the status of Interns who work temporarily for the City. D. Williams was directed to draft a Rule defining Intern employment status. In response to the question; it was noted that if the intern is paid by the City; they contribute to the retirement system and that taking a 30 day break between projects as required for Temporary Employees is not usually possible for student interns.

The next regular meeting of the Civil Service Commission is scheduled for September 21, 2015 at 5:30 pm in the front conference room at City Hall.

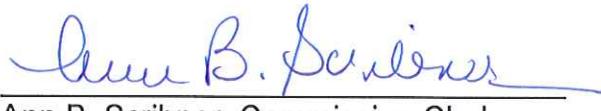
There being no further business, the meeting adjourned at 5:32 pm.

Civil Service Commission Meeting  
August 17, 2015

**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 Bob Armstrong, Jeff Leonard, David Williams, Tracey Schroeder, Council Members, Division Heads.