

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

# CIVIL SERVICE COMMISSION MEETING MINUTES

Monday, January 18, 2016

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

Present: CSC Members: Chairman S. Korhn, L. Myers, N. Walker, And Clerk A. Scribner  
Guests: T. Schroeder, HR Manager, M. McCann, Mayor, John Hancock, Councilman At Large

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## CALL TO ORDER

The meeting was called to order at 5:17 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.

First the Civil Service Commission held a Public Hearing as advertised in the Crescent News on December 1, 2015 as to proposed amendments to the Local Rules preliminarily approved at the December 21, 2015 meeting. The Hearing was to adopt new language to sections 100.01 and 100.02 which would more clearly define the procedure for Amendments to the Local Rules.

### **Proposed Language: Section 100.01 – Procedure:**

Proposed amendments to the rules shall be made first by the passing by majority vote of a proposed amendment to the rules and shall be subject to a public hearing. The full text of the proposed amendment shall be recorded in the minutes of the Commission at least one week prior to adoption. Additionally, a proposed amendment shall be published in summary format along with a Notice of the Public Hearing as to the change in The Crescent-News at least one week prior to adoption. Majority vote shall be required for adoption.

### **Proposed: Section 100.02 – Publication:**

Notice of adoption of the foregoing rules shall be published in summary format in The Crescent-News, with the full text being made available for public inspection. All amendments shall become effective 30 days after a one-time publication of a summary of the amendment or of the full text of the amendment in The Crescent-News, unless a different date is fixed in the Resolution approving the amendment.

## **2. Approval of December 21, 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 December 21, 2015. All members voted aye, the motion carried.

**3. Adoption of Proposed Changes to the Local Rules:**

**Motion:** The motion was made by S. Korhn, 2<sup>nd</sup> by L. Myers and passed to adopt the previously approved Amendments to Local Rules Section 100.01 – Procedure and Section 100.02 – Publication. S. Korhn directed that the two local rule changes be published in their entirety. Therefore the effective date of the rule amendments will be 30 days following publication.

**4. Grounds Maintenance – Part Time Open Positions (3)**

T. Schroeder stated that the City would like to hire three permanent part time grounds maintenance positions; one in Parks, one in Building and Lands and one in Cemetery. These individuals would be members of the AFSCME union and will work no more than 25 hours per week. Work of this nature was contracted out by the City last year and it was felt a cost savings would be realized if the work was completed internally. The City would like to use an oral interview process with interviews conducted by Service Director R. Cereghin, Assistant Service Director DJ Zeedyk and herself. Advertising would take place in the Crescent News only. As this is an entry level position, candidates would be eligible for Veterans Preference credit if applicable. The Civil Service Commission reviewed an evaluation sheet used in the hiring of grounds maintenance personnel in 2007. T. Schroeder felt that the criteria weights did not need to be modified and would work for this hiring process.

**Motion:** S. Korhn made a motion to authorize that the testing for the grounds maintenance part time positions (3) be done by the oral interview process and the weights to be given for that process will be as follows:

1. Education x 1.0
2. Vocational Training x 1.0
3. Past Experience x 2.0
4. Communication Skills X 2.0
5. Interest & Enthusiasm toward Position x 1.5

The Service Director, Assistant Service Director and Human Resource Manager will conduct the interviews. The Human Resource Manager will do the advertising in the Crescent News only. 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. Veteran's credits are available for those who submit the necessary DD214 information. N. Walker seconded

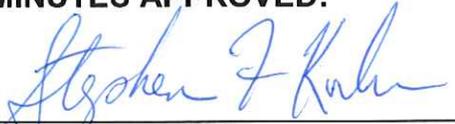
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the motion. All members voted aye. The motion passed.

- 5. Civil Service Clerk Salary** – T. Schroeder stated she has no new information on Civil Service Clerk salaries as she has not had time to investigate salaries for Civil Service clerks in Bowling Green, Sandusky, Oregon or Lima.

There being no further business, the meeting adjourned at 5:26 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 Bob Armstrong, Jeff Leonard, David Williams, Tracey Schroeder, Council Members, Division Heads.