

Civil Service Commission

Wednesday, April 6, 2011; 5:30 p.m.
City Hall Conference Room #2 South



Present: Mike Loflin, Chair; Richard McKee, Vice-Chair; Mary Meadows, and Phil Verda

Absent: Nancy Yood

Others Present: Darlene Colaso, ACM/HRA, Staff Liaison; Sharon Pearson, Commission Secretary; Sharon Soucy, City Council Liaison; Dennis Kirin, Fire Chief

Loflin called the meeting to order at 5:34 p.m.

Approval of Minutes: March 2, 2011

McKee made a motion to approve as submitted. Verda seconded. Motion carried 3 -0 (Meadows was not present at the time).

Firefighter Civil Service Exam Request

Oberlin Fire Chief Dennis Kirin informed the Commission the Fire Department has technically exhausted their eligibility list. Those who are still on the list live outside the designated area, some have not responded to their requests and the Fire Department currently has a vacancy. Therefore, he requested an entry-level firefighter Civil Service exam for Saturday, June 11th. Colaso confirmed that the request will allow sufficient time for the HR Department to advertise this Civil Service eligibility exam.

As a result of considering this exam for June, the Commission discussed their meeting schedule. They discussed holding a May and July meeting and canceling the June meeting. The Commission can review the Civil Service eligibility exam results from June 11th at their July 6, 2011 meeting.

Meadows made a motion the Civil Service Commission hold a meeting on May 4 and July 6. Verda seconded the motion. Motion carried 4 – 0.

ACTION: Pearson will alert the City Council Clerk that Civil Service Commission will hold a meeting on May 4 and July 6 but cancel their June meeting. This is to accommodate the review of the entry level firefighter Civil Service exam scheduled for Saturday, June 11, 2011.

Job Descriptions

Loflin asked Colaso if substantive changes were made to the job descriptions for the firefighters. Colaso said there were some additions added to satisfy legal requirements. Kirin stated the job descriptions were reformatted and bullet points added for ability and knowledge requirements for the job. Colaso informed the Commission that while it may appear to be substantive changes, the job descriptions have

been reformatted to include boilerplate job description language (which is being included in all job descriptions).

Loflin inquired about the source of the boilerplate information. Colaso said some of it was state and federal requirements and some of the information (such as being committed to the City's core values, etc. and the drug testing disclaimer) was a decision by the City to add to all job descriptions.

Meadows confirmed with Colaso the only duty of the Civil Service Commission is to determine if the job description is classified-competitive or not and Colaso agreed. Loflin stated that as long as the Civil Service classifications have remained unchanged then there should be no issue with the job descriptions. Colaso said there were no changes to the Civil Service positions for firefighter. McKee asked if all the firefighters are part-time. Kirin said the Firefighter driver is the only full-time position.

Loflin said that since the classification of the job descriptions remains unchanged, he thanked the Fire Chief for attending and answering their questions.

The Commission members reviewed the other job descriptions. Colaso said all the auxiliary positions were similar to the firefighter job descriptions and their classification remains unchanged. The only difference is the stated commitment to the Police Department's mission and vision. The School Crossing Guard was a new job description and they are considered to be unclassified, as well as the auxiliary positions. Colaso said it is delineated in the charter to determine whether a position is classified or unclassified. Community Services Officer is unclassified as well. Verda asked if unclassified means those position that are not subject to a Civil Service test and Colaso agreed. Meadows asked if uncompetitive needed to be added to these positions but Colaso said you could but added that if it is unclassified, it is implicit that it is a non-competitive position. Police Lieutenant positions were approved a while ago but the City added safety-sensitive drug-testing language to the job description. It was also noted that while Patrol Officer and Police Officer were used interchangeably throughout the job descriptions, these positions should be referred to as Patrol Officers.

McKee asked how positions are classified as safety-sensitive? Colaso said positions are based on case law and the Bureau of Worker's Compensation guidelines and organization precedence. McKee said that if it is based on case-law it means that it can change. Colaso concurred.

Part-time Patrol Officers are a separate category because the City keeps separate part-time and full-time eligibility lists. There were no changes to the Police Sergeant job description and very little change to the Records Administrator position as well. Staff is still reviewing the dispatcher job descriptions. Those will be presented at another time.

The Public Works Light Equipment Operator and Service Maintenance Worker job descriptions are unskilled laborers and there is no testing required for these positions. Verda asked if every one of the job descriptions have the drug testing information on them. Colaso said that every applicant is subject to pre-employment testing but only the safety-sensitive positions are subject to random testing.

Meadows said then they will be classified non-competitive. She added that they are classifying them but their union contract covers their grievances. They would only come before the Civil Service Commission if there was an appeal.

Meadows said she thought that it is nice the job descriptions have been reformatted. McKee agreed. Colaso said that Law Director Eric Severs has already reviewed all the job descriptions so no voting is required. These were brought before the Commission as a formality.

Civil Service Rules and Regulations

City staff supplied a copy of the proposed Civil Service rules and regulations to the Commission members without markups as requested. She suggested that if they have not had the opportunity to read it then they can discuss it at their May meeting. Colaso reported that the decision about "successful years of service" is still being debated.

McKee said he was interested in reviewing City Law Director Server's reply to Miller's response about "successful years of service." Colaso paraphrased that Police Chief Miller's concern is if an employee has had disciplinary action or is suspended, how it is considered in association with "successful years of service." Verda added that if that term is clearly defined, it could save the City money on court costs.

Regarding education points, the Police chief and Fire Chief were split on this section.

Colaso suggested the Commission members review the proposed Civil Service rules and regulations prior to the May meeting and discuss the changes at that time.

ACTION: Have Tom and Dennis define or give examples of the reason they want to define successful year.

McKee made a motion to adjourn the meeting. Meadows seconded.

Meeting adjourned at 6:12 p.m.

Respectfully submitted,



Sharon Pearson CAP
Commission Secretary

/skp