

Civil Service Commission

Wednesday, May 4, 2011; 5:30 p.m.
City Hall Conference Room #1



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

Absent: None

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

Loflin called the meeting to order at 5:31 p.m.

Approval of Minutes:

Verda made a motion to approve the minutes as submitted. McKee seconded the motion. Loflin noted a correction to the minutes. Motion carried 4-1-0 (Yood abstained.)

Job Descriptions

Colaso stated that additional job descriptions will be presented to the Civil Service Commission at their July meeting. Loflin informed Yood that various job descriptions were presented to the Civil Service Commission for review, as a courtesy, at their last meeting. The job descriptions are being revised to include standard boilerplate wording so they are consistent and in the same format.

ACTION: Colaso will prepare job descriptions for the commission to review at the July 6, 2011 meeting.

Civil Service Rules and Regulations

Colaso stated that residency points were removed from the draft document as recommended by City Law Director Eric Severs. Successful years of service will be in two places in the document. Tom Miller, Police Chief and Dennis Kirin, Fire Chief did not want to reward points for mandatory or required training. Points will be offered to employees seeking additional training. Such training must be authorized and approved by the Department Director. Colaso also reported that there is no such thing as in-service training so it is referred to as just training.

In regard to defining successful years of service, Verda stated that a written reprimand is not the same as a file reprimand. He felt a written reprimand catches the attention of the City Manager.

Meadows and Yood discussed revising the definitions. They felt that since many of the definitions are already defined in the Ohio Revised Code that many of them could be removed except for competitive, non-competitive, classified service and proctor.

Loflin liked the fact of keeping the successful years of service and removing points for required training as a part of the promotional exam, which also incorporates successful years of service. He remembers the Commission agreeing to strike the residency requirements.

Yood suggested removing "handwritten signature" from the document in an effort to prepare for when the City decides to begin an online application process. However, she feels the word "written" should be included in regards to the appeal process. If they have been rejected the person can appeal the rejection in writing.

Yood also suggested that the word "shall request" be replaced with recommend on page 13, rule 6 under appointments. Yood noted that she never knew the Civil Service Commission could appoint a trial board to hear an appeal (rule 8.) She believes this might have been copied from the Ohio Revised Code. Colaso made a note to ask Severs about this section.

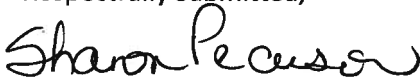
ACTION: Colaso will inquire of Severs about rule 8 which refers to authorizing the Commission to appoint a trial board to hear an appeal.

Part-Time Firefighter Civil Service Exam

Pearson reminded members of the Part-Time Firefighter Civil Service exam scheduled for Saturday, June 11 @ the Oberlin Fire Station. Members indicated which time they may be available to proctor this exam. The Civil Service Commission will review and certify the list at their Wednesday, July 6 meeting.

Meeting adjourned at 6:12 p.m.

Respectfully submitted,



Sharon Pearson CAP
Commission Secretary

/skp