



**AGENDA**  
**Oberlin Civil Service Commission**  
**Wednesday, November 3, 2010; 5:30 p.m.**  
**City Hall Conference Room #1**

**I. CALL MEETING TO ORDER**

**II. OLD BUSINESS**

- a.) Approval of Past Minutes (July 7, 2010)
- b.) Part/Full Time Patrol Officer Eligibility List Request
- c.) Part-Time Firefighter Eligibility List Request
- d.) New Position & Job Descriptions
- e.) Other Business
- f.) Set Agenda for Next Meeting

**III. ADJOURNMENT**

# Civil Service Commission

Wednesday, July 07, 2010; 5:30 p.m.  
City Hall Conference Room #1



**Present:** Mike Loflin, Phil Verda, Mary Meadows, Nancy Yood

**Absent:** Richard McKee

**Others Present:** Darlene Colaso, HR Administrator/Staff Liaison; Sharon Pearson, Commission Secretary; Sharon Soucy, City Council Liaison

Meeting called to order by Mike Loflin at 5:30 p.m.

## **Approval of Past Minutes (May 5, 2010)**

Yood made a motion to approve the May 5, 2010 minutes. Meadow seconded the motion. Yood said while she did not have any corrections to the minutes, she wanted to make a clarification about eligibility lists. The Civil Service Commission does certify lists that have less than 10 eligible candidates. It is their right, if there are less than 10 candidates to require another test (i.e. Fire Department.) Motion passed 4 – 0.

## **Revisions: Civil Service Rules & Regulations**

Colaso provided answers to questions that were raised as a result of revising the Civil Service Rules and Regulations. A few items were discussed at the May 5 meeting.

The Commission discussed whether to offer military points for Civil Service exam applicants that pass the test. After some discussion, Yood felt that offering such points could give an advantage to men rather than women. In addition, they questioned how many different types of military service points should be included for consideration. The commission agreed to leave it as no additional points for military service.

Colaso recommended that the title of Assistant City Manager/Human Resources Administrator (HRA) be identified as the Human Resources Administrator. This is because these two positions may not always be one employee's position. But she feels that the HRA position will most likely always exist in some capacity. The Commission agreed by consensus with this recommendation.

There are locations in the document in which the Ohio Revised Code (ORC) was added in its entirety and other places where it was not. Colaso will review the entire document and make sure the format and consistency of referencing the ORC is completed in a consistent format.

Colaso said there should be no issue with recommending that Rule #9, item #2 be stated as ten *business* days instead of 10 *calendar* days to submit amendments to orders. It was also suggested that the appeal process should also state 10 business days from the order of removal. Also, the "10 business

days" statement should replace the wording of "timely appeal," so that the hearing can take place within a formalized time frame.

Yood made Colaso aware that in the past, the Oberlin Civil Service Commission was requested to hear an appeal of a City School employee who was dismissed for cause. Colaso informed the Commission that she was not able to find any indications as to why this might have been the case or that there was any jurisdiction the Commission has over City school employees. Verda said he will use his sources to find out about this history of such cases. Yood will also review her files for information of the exact date and any other information of the school district employee took place and she will present that information to Colaso. Meadows said there was an additional question which whether or not a court reporter would be needed in such a situation. After some discussion, it was suggested that a court reporter should be used in such cases.

Colaso reminded the Commission about their discussion to replace the *appointing* authority language with *supervising* authority. She pointed out that Council appointees, in conjunction with the supervising authority, are the ones who will be making the ultimate decisions, and therefore "appointing authorities" language should remain.

Meadows inquired at a previous meeting as to the Commission's interpretation of the "burden of proof" in decision-making and it was decided that the burden of proof will be in accordance with the Ohio Civil Law. It was also decided that a person who decides to withdraw their appeal must do so in writing. Colaso also added that a member had pointed out that instead of withdrawal of the charges, the wording should state "withdrawal of the appeal."

Yood suggested that Rule #9, item 5 should end with the sentence "and the proceedings dismissed," Instead of dismissed "with judgment." The commission agreed to this change by consensus.

**ACTION:** Many of the unresolved items were voted on consensus by the Commission. Colaso will apply these items to the document as suggested and submit to Eric Severs for his review and comment before it is sent to City Council for approval. Meanwhile, Verda will check with his sources regarding whether the Oberlin Civil Service Commission hears appeals from City School employees. Yood will also research her records and report to Colaso the time and type of case that was heard by a City School employee.

### **Civil Service Police Officer Test Information**

Pearson reported that Oberlin Police Chief Tom Miller sent an e-mail recommending the Commission extend the current full-time and part-time lists for an additional year from the date it was certified last year.

Yood made a motion to extend the certified part-time and full-time patrol officer lists for an additional year to November 4, 2011. Verda seconded the motion. Motion passed 4 – 0.

Pearson was asked to check on when the Fire Chief would like to have his next Civil Service exam.

**ACTION:** Pearson will inform potential candidates that the current Part-Time and Full-time Eligibility lists are in effect thru November 4, 2011.

### **Other Business**

Yood made a motion that Civil Service Commission future minutes should indicate the Commission Member that has voted "against" on split or non-unanimous votes. Motion passed 4 – 0.

The Civil Service Commission agreed to cancel the August meeting and hold their next meeting on Wednesday, September 1, 2010. In fact, their goal is to begin holding meetings every other month.

**ACTION:** Pearson will started listing the name of the Commission members that have a descending vote. Also she will cancel the August Civil Service Commission meeting.

**Proposed Agenda Items**

The members did not have any additional items to add to the September 1, 2010 agenda.

Yood made a motion to adjourn the meeting. Verda seconded. Motion passed 4 – 0.

Meeting adjourned at 6:19 p.m.

Respectfully submitted,

Sharon Pearson CAP  
Commission Secretary

/skp

## Sharon Pearson

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**From:** Tom Miller  
**Sent:** Wednesday, July 07, 2010 12:35 PM  
**To:** Darlene Colaso; Sharon Pearson  
**Cc:** Raenelle Bailey  
**Subject:** Patrol Officer Eligibility List

In response to the inquiry of the status of our current eligibility list for patrol officers, I recommend the current list be extended another year. The last civil service exam was conducted in October of 2009, giving us an ample number of qualified applicants. We have hired only one applicant off the current lists. I do not feel it necessary to schedule a new test at this time. Please contact me should you have any questions.

Tom Miller

# 2009 Oberlin Part-Time Patrol Officer Civil Service Exam Results

Saturday, October 31, 2009

Candidate #	First Name	Last Name	Agility Results	Written Results	Ranking	Part-Time (PT)
#32	Steven	Kopniske	Passed	90	1	PT
#74	Michael	Meinhold	Passed	86	2	PT
#7	Ray	Saladonis Jr.	Passed	85	3	PT
#44	Jeremy	Mohn	Passed	84	4	PT
#51	Christopher	Denny	Passed	84	5	PT
#21	Michael	Kastanis	Passed	83	6	PT
#39	Daniel	Zacharias	Passed	83	7	PT
#45	Alexis	Harvey	Passed	83	8	PT
#71	Michael	Groomes	Passed	83	9	PT
#27	Martin	Heberling III	Passed	82	10	PT
#64	Gary	Dodrill	Passed	82	11	PT
#12	Brandon	Zinner	Passed	80	12	PT
#20	Zachary	Greenwood	Passed	80	13	PT
#36	Joshua	Querin	Passed	80	14	PT
#54	Cielo	Crespo	Passed	80	15	PT
#61	Rodney	Hill	Passed	80	16	PT
#55	John	Doerr	Passed	79	17	PT
#5	James	Porter	Passed	78	18	PT
#14	Zach	Zwolinski	Passed	78	19	PT
#9	Tony	Malloy	Passed	78	20	PT

# 2009 Oberlin Part-Time Patrol Officer Civil Service Exam Results

Saturday, October 31, 2009

#3	David	Schuerger Jr.	Passed	77	21	PT
#67	Jared	Mowry	Passed	77	22	PT
#1	Eric	Wagner	Passed	76	23	PT
#33	Luke	Hagedorn	Passed	76	24	PT
#60	Andrew	Jaworski	Passed	76	25	PT
#42	Todd	Straub	Passed	75	26	PT
#4	Todd	Yourkiewicz	Passed	74	27	PT
#9	Jason	Nahm	Passed	73	28	PT
#22	Jeremy	Hower	Passed	73	29	PT
	Matthew	Bielawski	Failed	69	30	PT
#63	Jon	Dupont	Passed	68	31	PT
#53	Sean	Bailey	Passed	67	32	PT
#13	William	Vokac	Passed	66	33	PT
#37	Daniel	Orzech	Passed	65	34	PT
#15	Bryan	Rohrbacker	Passed	56	35	PT
#28	Steven	Lumadue	Passed	56	36	PT
#50	Michelle	Gregory	Failed	54	37	PT
#6	Luis	Rodriguez	Passed	51	38	PT
#11	Antoinette	Ramos	Passed	47	39	PT
	Antwan	Daniels	Passed	46	40	PT
#19	Oswaldo	Gonzales Jr.	No Show	44		PT

# 2009 Oberlin Part-Time Patrol Officer Civil Service Exam Results

Saturday, October 31, 2009

No Show	David	Barnhart				PT
No Show	Michael	Behner				PT
No Show	Coleman	Caster				PT
No Show	Jesse	Cecil				PT
No Show	Thomas	Doyle				PT
No Show	Robert	Gnagy				PT
No Show	Christopher	Kalina				PT
No Show	Martin	Rosales				PT
No Show	Jonathan	Smith				PT
No Show	Max	Snyder				PT
No Show	Bryan	Wayne				PT
No Show	Bashshar	Wiley				PT
#68	Jacob	Corfman	No Show		82	PT
#47	Courtney	Gainer	No Show		80	PT
#46	Maureen	M. Jones	No Show		79	PT
#34	Kyle	Goobl	No Show		74	PT
#70	Gary	Freadling	No Show		74	PT
#62	Brian	Clayman	No Show		78	PT
#17	Matthew	Hunter	No Show		58	PT

# 2009 Oberlin Full-Time Patrol Officer Civil Service Exam Results

Saturday, October 31, 2009

Candidate #	First Name	Last Name	Agility Results	Written Results	Ranking	Full Time
#72	Andrew	Greszler	Passed	92	1	FT
#32	Steven	Kopniske	Passed	90	2	FT
#56	Anthony	Cambarare	Passed	86	3	FT
#74	Michael	Meinhold	Passed	86	4	FT
#7	Ray	Saladonis Jr.	Passed	85	5	FT
#44	Jeremy	Mohn	Passed	84	6	FT
#51	Christopher	Denny	Passed	84	7	FT
#21	Michael	Kastanis	Passed	83	8	FT
#39	Daniel	Zacharias	Passed	83	9	FT
#71	Michael	Groomes	Passed	83	10	FT
#45	Alexis	Harvey	Passed	83	11	FT
#8	Jeremy	Shimer	Failed	82	12	FT
#27	Martin	Heberling III	Passed	82	13	FT
#64	Gary	Dodrill	Passed	82	14	FT
#12	Brandon	Zinner	Passed	80	15	FT
#20	Zachary	Greenwood	Passed	80	16	FT
#36	Joshua	Querin	Passed	80	17	FT
#54	Cielo	Crespo	Passed	80	18	FT
#61	Rodney	Hill	Passed	80	19	FT
#55	John	Doerr	Passed	79	20	FT

# 2009 Oberlin Full-Time Patrol Officer Civil Service Exam Results

Saturday, October 31, 2009

#5	James	Porter	Passed	78	21	FT
#14	Zach	Zwolinski	Passed	78	22	FT
#24	Jackie	Meade	Failed	78	23	FT
#30	Daniel	McNeely	Passed	78	24	FT
#38	Scott	Robinette	Passed	78	25	FT
#73	Tony	Malloy	Passed	78	26	FT
#3	David	Schuerger Jr.	Passed	77	27	FT
#67	Jared	Mowry	Passed	77	28	FT
#1	Eric	Wagner	Passed	76	29	FT
#25	Robert	Imgrund	Failed	76	30	FT
#26	James	Miller	Failed	76	31	FT
#33	Luke	Hagedorn	Passed	76	32	FT
#57	William	Baraona IV	Failed	76	33	FT
#60	Andrew	Jaworski	Passed	76	34	FT
#42	Todd	Straub	Passed	75	35	FT
#4	Todd	Yourkiewicz	Passed	74	36	FT
#10	Michael	Rennie	Passed	74	37	FT
#16	Thomas	Parris	Passed	74	38	FT
#69	Sean	Nolen	Failed	74	39	FT
#7	Jason	Nahm	Passed	73	40	FT
#22	Jeremy	Hower	Passed	73	41	FT

# 2009 Oberlin Full-Time Patrol Officer Civil Service Exam Results

Saturday, October 31, 2009

#40	Kristopher	Waechter	Passed	72	42	FT
#49	Kenneth	Gettis	Failed	72	43	FT
#52	Robert	Cook	Failed	71	44	FT
#65	Trey	Duplessie	Passed	70	45	FT
#48	Victoria	Lane	Failed	69	46	FT
#66	Matthew	Bielawski	Failed	69	47	FT
#63	Jon	Dupont	Passed	68	48	FT
#41	Jeron	Nicoloff	Failed	67	49	FT
#53	Sean	Bailey	Passed	67	50	FT
#2	Jacqueline	Simcik	Failed	66	51	FT
#13	William	Vokac	Passed	66	52	FT
#37	Daniel	Orzech	Passed	65	53	FT
#58	Gregory	Cervone	Passed	65	54	FT
#31	Daniel	Moerlins	Passed	63	55	FT
#15	Bryan	Rohrbacker	Passed	56	56	FT
#50	Michelle	Gregory	Failed	54	57	FT
#6	Luis	Rodriguez	Passed	51	58	FT
#29	Jeff	Kudrna	Passed	51	59	FT
#11	Antoinette	Ramos	Passed	47	60	FT
#59	Antwan	Daniels	Passed	46	61	FT
#19	Oswaldo	Gonzales Jr.	No Show	44		FT

# 2009 Oberlin Full-Time Patrol Officer Civil Service Exam Results

Saturday, October 31, 2009

No Show	David	Barnhart				FT
No Show	Michael	Behner				FT
No Show	Aric	Bowens				FT
No Show	Coleman	Caster				FT
No Show	Jesse	Cecil				FT
No Show	Thomas	Doyle				FT
No Show	Jospeh	Feliciano				FT
No Show	Michael	Flickinger				FT
No Show	Robert	Gnagy				FT
No Show	Eric	E. Jones				FT
No Show	Christopher	Kalina				FT
No Show	John	Minor				FT
No Show	Martin	Rosales				FT
No Show	Jonathan	Smith				FT
No Show	Max	Snyder				FT
No Show	Bryan	Wayne				FT
No Show	Jake	Webber				FT
No Show	Bashshar	Wiley				FT
#35	Allison	Jenkins	No Show		89	FT
#68	Jacob	Corfman	No Show		82	FT
#47	Courtney	Gainer	No Show		80	FT

**2009 Oberlin Full-Time Patrol Officer  
Civil Service Exam Results**

Saturday, October 31, 2009

#46	Maureen	M. Jones	No Show	79	FT
#34	Kyle	Goebel	No Show	74	FT
#62	Brian	Clayman	No Show	78	FT
#23	Frankie	Losiewicz	No Show	61	FT
#17	Matthew	Hunter	No Show	58	FT
#70	Gary	Freadling	No Show	74	FT
#18	Ross	Glovinsky	No Show	71	FT

## Sharon Pearson

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**From:** Dennis Kirin  
**Sent:** Monday, July 12, 2010 1:59 PM  
**To:** Darlene Colaso  
**Cc:** Sharon Pearson  
**Subject:** FD civil service

Considering that there are remaining applicants on the Firefighter PT civil service entry list, I would recommend that the commission: 1) extend the current list for a second year; 2) schedule another eligibility exam for October 2011.

Dennis



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