



AGENDA
Oberlin Civil Service Commission
Wednesday, July 7, 2010; 5:30 p.m.
City Hall Conference Room #1

I. CALL MEETING TO ORDER

II. OLD BUSINESS

- a.) Approval of Past Minutes (May 5, 2010)
- b.) **Revision:** Civil Service Rules & Regulations Questions Review
- c.) Civil Service Police Officer Test Information
- d.) Other Business
- e.) Set Agenda for Next Meeting

III. ADJOURNMENT

Civil Service Commission

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



Present: Mike Loflin - Chair, Richard McKee – Vice Chair, Nancy Yood, Mary Meadows

Absent: Phil Verda

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

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

Yood made a motion to approve the March 3 minutes as submitted. Meadows seconded the motion. McKee suggested some changes to the minutes. Motion approved 4 – 0.

Classification: General Maintenance Division Superintendent

Colaso informed the Commission that the GMD Superintendent was not a new position. The City reviewed the current incumbent's job description and added more detail using the current job description format. Yood said the Civil Service Commission reviewed this job description in 2002. She inquired as to whether May 5, 2010 or 2002 should be added to the job description as the date which the job description was reviewed by the Commission. Colaso said that she feels the job descriptions should reflect the date when the Commission reviewed all the job descriptions in 2002. Yood added that the job descriptions were not sent to City Council after their review because there were no substantive changes.

Colaso explained that reviews such as this one are being made because one of her responsibilities, as the Human Resources Administrator, is to make sure the current job duties performed by employees are appropriately delineated in the job descriptions and compensated per the City's current compensation plan. Colaso has approached Department Heads and asked them to review their employee's current job descriptions to determine any changes needed to be made. She relies on the Department Head and the incumbent to review the current job description and note the changes. As a result of such change to the General Maintenance Division Superintendent job description, the additional detail appears to enhance the fact that it is an exempt position. With the update, this job description is in line with where it needs to be.

Loflin said that he was concerned with increasing the job descriptions from 2 to 4 pages and all the bullet points. Meadows stated that having more detail make the employees evaluation easier to complete. These job descriptions are used as a guide to give annual evaluations. Colaso noted that the goal is strictly for the Commission to decide if the job is still classified.

Meadows made a motion to continue the General Maintenance Division as classified, non-competitive position. McKee seconded the motion. Motion passed 4 – 0.

Colaso informed the Commission that the City is completing a major conversion of the current job descriptions into the new job description format. According to the City of Oberlin's codified ordinance 145.04 the Civil Service Commission only reviews classified positions. As the City completes this overhaul of job descriptions, more detail, as with the General Maintenance Division job description, will potentially be added. Colaso alerted the Commission there are other job descriptions coming their way for review in the near future.

Revision: Civil Service Rules & Regulations

Colaso had 15 questions the Commission asked her to respond to, based on the past review of the Civil Service Rules & Regulations, which she presented to the members. As a result of some research Colaso found, the ordinance requesting a \$20 fee for full-time Civil Service exams had not been rescinded. Yood said that City Manager Rob DiSpirito requested the ordinance be rescinded. Yood made a motion the Civil Service exam fee be lowered to \$5 instead of \$20. Meadows seconded the motion. Motion failed 2 – 2. As a result, the ordinance will remain as a fee of \$20 for full-time Civil Service tests and the Commission asked that staff begin enforcing the ordinance.

The second question was about whether the City can offer points for the Civil Service exams. Colaso said the City can offer points but because of varying degrees of legislation, many Cities have shied away from offering points. Youngstown and Galion offer up to 10 points for being a resident of their community. Pearson mentioned that the Human Relations Commission sent a letter to the Civil Service Commission in the past, asking them to consider offering points to Oberlin candidates. Colaso said that most communities were giving 2 points to candidates if they lived within a specified area. Colaso said such points were given to residents in communities that have resided in the community for a specific amount of time such as a year. Also the Commission could specify that such points be given to candidates that live within so many miles and/or specific area.

Colaso said one of City Council's goals is to encourage new hires to live in Oberlin. Soucy added that she has spoken to Police Chief Tom Miller about this issue. She said that there is a sense that Oberlin residents feel as though the Police Officers are strangers in Oberlin. Soucy asked how to ensure that police officers have an interest in the community? Soucy added that when the officers were surveyed about the reason why they do not live in town, one of the main reasons was because of the City Schools.

McKee made a motion to add 2 points to a passing grade for residency which would be defined as City of Oberlin address for the past year. Meadows seconded the motion. Motion passed 3 – 1.

The Commission decided to jump to question number 7 regarding the specific number required to be certified on the civil service exam list. Colaso reported the Ohio Revised Code did not make reference to any specific number of candidates. The Civil Service Commission certified the top 10 candidates. Colaso continued to report that the Ohio Revised Code stated that if there were less than 10, there is no need to certify the list. By consensus, the Civil Service Commission agreed to keep the certified list at 10.

ACTION: The City should begin to charge a \$20 fee for full-time civil service exam candidates. City administration should also indicate that Oberlin residents that have lived in Oberlin for at least the past year will receive 2 additional points to their passing grade.

Other Business

Phil Verda has not attended a meeting since he had been appointed to the Commission. Loflin will call Verda to see if he is still interested in attending future meetings.

McKee made a motion to adjourn the meeting at 6:39 p.m. Meadows seconded the motion. Motion passed 4 – 0.

Respectfully submitted,

Sharon Pearson CAP
Commission Secretary

/skp