

MINUTES OF THE CIVIL SERVICE COMMISSION MEETING
February 26, 2020 – 8:00 A.M.

Members Present: Chairman Jan Naso
Commissioner Christine Higham

Non-Members Present: Director of Public Service Mike Rorar
Director of Administration Dr. Don Cooper
Police Chief Ron Williams

The February 26, 2020 Civil Service Commission meeting was called to order. Minutes of the January 15, 2019 meeting were approved as published.

Chairman Naso said that the Garage Mechanic's Test that was given on Wednesday February 19th to seven applicants; nine applications had been received. All seven received a passing score. **Mr. Naso made a motion to approve the eligibility list for Garage Mechanic. Motion was seconded and passed.** Mr. Naso gave Mr. Rorar the list of seven names along with copies of their applications.

Commissioner Christine Higham's term expired on January 1, 2020. Mayor Kline swore her back in on February 19, 2020. Mr. Naso stated that he is glad to have her, and she stated she's glad to be here. Commissioner Tom Kot's term also expired on January 1, 2020. Mayor Kline will swear Mr. Kot back in when he returns from out of town.

Chairman Naso said that the job description for Garage Mechanic states that a high school diploma or GED is required. This is not stated in the posting. The General Laborer's job description does not mention having to have a high school diploma or GED. So, we need to decide which way to go with that. The next time Megan is here, we will address this.

Chief Williams stated there has been an opening for the position of Property/Evidence Room Technician Assistant since January 13, 2020 and that he has discussed with the Mayor making the position an internal move from the Records Clerks. He asked if there had been any further discussion regarding this issue. Mr. Naso answered no. Chief Williams stated the Mayor and him had agreed on changing the position to an internal one with the Records Clerks. Mr. Naso asked if they were going to change the title of that person or is she still going to be a Records Clerk but taking care of the body cams? Mr. Williams said his thought was to change the title, but we could go either way; we could actually make it a hybrid position. Mr. Naso stated that he is trying to find a way that it does not have to be tested for. So, if you change the name of the position, I will have to check with the Law Department, but I would assume you would have to test for it. Mr. Naso asked Mr. Williams if he wanted to keep the position a Records Clerk; maybe go to the Comp Board to up the pay if it is something that needs more... Chief Williams said the one issue is that the Records Clerk is part-time and the other is a full-time position. Chairman Naso asked Dr. Cooper if he had anything to add to that. Dr. Cooper answered no. Mr. Naso said that he would follow up with the Mayor on this and see where we need to go, see how we can do this.

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Chairman Naso mentioned that we have begun advertising for the Part-Time/Full-Time General Laborer's test. It was advertised last Sunday and will be again this Sunday. The deadline to file an application is March 5, 2020 and the test is on March 11, 2020. We still have a current list for this position and those names will be combined with the names on the new list. This has been discussed with Mike Rorar.

Meeting adjourned at 8:05 a.m.

An audio file of this meeting is available in the Civil Service office.

Jan T. Naso, Chairman

Civil Service Commission
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