

MINUTES OF THE CIVIL SERVICE COMMISSION MEETING
July 22, 2020 – 8:00 A.M.

Members Present: Chairman Jan Naso
Commissioner Christine Higham
Commissioner Tom Kot

Non-Members Present: Mayor Dave Kline
Chief Ron Williams
Director of Administration Dr Don Cooper

The July 22, 2020 Civil Service Commission meeting was called to order. Minutes of the July 8, 2020 meeting were approved as published.

Chairman Naso: Today we have on the agenda to conclude hopefully the non-competitive exam results for the Property/Evidence Room Technician position. Chief Williams and Commissioner Kot conducted the interview. So, if you guys would each like to speak on this, please go.

Chief Williams: I don't know how Tom feels about it, I thought she did a fine job, I guess she's qualified. I talked with the Mayor, and more than anything it feels good to give an internal candidate an opportunity to have a better position in the organization. So, I hope you guys consider this and accept her in the position.

Mr. Kot: She's been employed by the City since 2012. Her current position is Records Clerk. She's familiar with the computer system, the cameras and the property room. So, what would happen is there would be some type of transition to help her deal with the police cameras, but it's really the same type of work that she's been doing except with a little bit of a variance in what would be accomplished. She's willing to train if that's necessary. She likes what she does now, in fact, she says she loves working for the City and looks forward to the challenge of doing this type of work. She's not had any struggles or had any issues with the law since she was employed here since 2012. She did a good job of interviewing, I think more importantly is that she has the confidence of the people who she works with and she's well liked and trusted too so I think she makes an excellent candidate for the position.

Mr. Naso: For the record, there's a list of the questions that were used in asking the candidate to put in your packet. She was the only candidate that was interviewed. Nobody else was interested. I have nothing more to add unless somebody else does.

Page 2
July 22, 2020

Mayor: The only thing I would like to add is to thank you for considering. But it is an emergency transfer, this hire. That's why we elected not to test because of the urgent need of the body cameras that are now initiated. The person that had the position decided to move on to a different career after he was here for a short period of time. So, it really put us behind the eight ball to be able to do this and with things going on in today's society, we need that person on board as quick as possible.

Mr. Naso: Right and I would agree. Our previous meeting, we discussed all those specific points and that was why we allowed this procedure to take place.

Chief Williams: When we last spoke I had talked about the possibility of opening it up to the other clerks...(Mrs. Higham: Right.) I actually did do that and she was the only one who responded...(Mrs. Higham: Okay) So, that was why she was the only candidate. Mrs. Higham: Thank you for that clarification.

Mr. Naso: Alright, if nobody else has anything, I will make a motion to approve the results of the non-competitive exam for the position of Property/Evidence Room Technician. Mr. Kot: Second. Mr. Naso: Any more discussion? Motion is approved. Hire at will.

Chief Williams: Thank you.

Mr. Naso: We have scheduled a Part-Time Records Clerk exam for the Police Department. The exam is scheduled for August 12 at 6:00 p.m. It will be advertised July 26, this Sunday and August 2, the following Sunday. The application period closes at noon on August 6. And depending on the number of applications we get; we'll adjust things per distancing and so forth. In the advertisement or on the website, that's directed by the advertisement, they are notified that they must wear a mask. And we will have masks there if need be. Questions? Also attached in your packet, the current list of active eligibility lists that we have. We currently still have a Lateral-Entry Police Officer that is good until November 2 of 2022. We had the original Part-Time, or we still have a Part-Time Firefighter List that's indefinite. We had a Part-Time/Full-Time General Laborer List that was established after a test given on October 30th of 2019. But we just recently gave another Part-Time/Full-Time General Laborer's Test which was combined with that one and the life on that is pending. Has any general laborer been hired?

Mayor: Two general laborers have offer letters to them right now.

Page 3
July 22, 2020

Mr. Naso: Okay, so we certified that on May 27th. The initial closing date will be the date the first person is hired or 60 days from that certification date. And then we'll have an expiration date one year from that date. We also have a General Mechanic's list; nobody's been hired for that yet. Mayor: Due to the pandemic, we had a tentative offer to a person and we put that on hold. They're asking me to allow them to go forward with that position, so we're looking at the budget again to see where we're at after the income tax. Mr. Naso: That test was given on February 19th, so since nobody was hired, it closed 60 days later, 60 days from when we certified it on February 26, so it's good till April 26th of 2021. Any other business before the Commission? Motion to adjourn at 8:10 a.m.

Meeting adjourned at 8:10 a.m.

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

Jan T. Naso, Chairman

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