

**MINUTES OF THE CIVIL SERVICE COMMISSION MEETING**  
**February 2, 2022 – 8:00 A.M.**

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

**Non-Members Present:** Mayor Dave Kline  
Police Chief Ron Williams  
Human Resources Manager Jill Stritch  
Asst Law Director Melody Briand  
Director of Public Service Mike Rorar

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The February 2, 2022 Civil Service Commission meeting was called to order. Minutes of the December 8, 2021 meeting was approved as published.

Chairman Naso stated that the test for Assistant Road Superintendent was given on January 26. We had four apply and all four tested and three passed.

**So, I will move to certify the eligibility list for Assistant Road Superintendent position. Motion was seconded and passed with no discussion. Mr. Naso handed the names and their applications to Mr. Rorar.**

Mr. Naso gave a brief update on the Fire Battalion Chief – the written test is scheduled for February 9<sup>th</sup> and the assessment center is scheduled for February 23<sup>rd</sup>. I'll keep you updated on how that progresses. Full-Time Firefighter/Paramedic position update – so far there has been one hire with five or more to be hired. Mrs. Stritch stated that there is one that is going through the process as we speak.

Mr. Naso continued to say that each time someone is made an offer and accepts the offer, the name is removed from list and move the next name up. There are five remaining names on the list that can be moved up. We had a test scheduled this evening for Part-Time General Laborer, but that was cancelled due to a lack of applications. We have a Full-Time General Laborer Test scheduled for February 28<sup>th</sup>. I will meet with Allison finalize advertisement. Which will be advertised on the 13<sup>th</sup> and the 20<sup>th</sup>.

Mayor Kline discussed the Part-Time General Laborer position regarding not testing for the position as had been done in the past. Mr. Naso asked if those part-timers paid union dues. Mrs. Stritch answered that it was optional. Mr. Naso also suggested that it be discussed with the union. Mayor Kline stated that he might be doing legislation to go down that path. Mr. Naso said that Civil Service was fine with that.

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Chief Williams requested an assessment center for the captain's position as soon as possible. Mr. Naso stated that the process would begin next week. Mr. Kot or Mrs. Higham will be on the screening committee.

Chief Williams stated a conditional offer has been made to a young man for the position of Police Officer. He's in the academy now and will be taking his certification test in a couple of weeks. We usually don't take that approach, but this is a quality candidate. Tallmadge is bidding for this person along with Twinsburg and Stow.

Chief Williams also stated that a Part-Time Records Clerk just retired, and a Full-Time Records Clerk position has been approved by Council. Mr. Naso said that an internal written test will be given for that full-time position. It was also mentioned that two people on the current list for Part-Time Records Clerk need to be given a typing test and that will be done when Allison returns.

Mr. Kot asked the Chief how the National Testing Company worked out that we used this last time for hiring police officers. The Chief stated that the quality was there but not the diversity and answered that he would use them again.

Mr. Rorar talked about changing the title of General Labor to Technician. He requested that the upcoming test for Full-Time General Laborer be changed to Full-Time Technician. The only change to the job description is the requirement for a Commercial Driver's License Class A before they take the test. Mr. Naso did not have a problem with the change. Mr. Rorar will be in contact with Allison next week and a new posting will be prepared.

Meeting adjourned at 8:15 a.m.

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

Jan T. Naso, Chairman  
Civil Service Commission  
TALLMADGE OHIO

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