

MINUTES OF THE CIVIL SERVICE COMMISSION MEETING
December 18, 2019 – 7:45 A.M.

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

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

The December 18, 2019 Civil Service Commission meeting was called to order. Minutes of the November 6, 2019 meeting were approved as published.

Chairman Naso made a quick review of the Civil Service activities that took place throughout 2019. Seven meetings were conducted including this one. Three tests were administered: Lateral-Entry Police Officer, Part-Time Firefighter and General Laborer.

Fourteen names were certified for the Lateral-Entry Police Officer Eligibility List. Chief Williams said they have extended a conditional offer of employment and the person is now going through the post-offer process. A tentative start date of January 2, 2020 had been set, but because of complications, it probably will be pushed back.

A combined list of 32 names (10 from the August 29, 2018 test and 22 from the August 21, 2019 test) for the position of Part-Time Firefighter were submitted to Chief Passarelli. Mayor Kline said three offer letters were sent out on Monday. Those persons are going through the post-hiring process and the goal is to have them begin the first of January 2020.

Nine names were certified from the General Laborer Eligibility List on November 6, 2019 and given to Director of Public Service Mike Rorar. He confirmed that one person has been hired from this list.

There are currently two open eligibility lists, one for the position of Lateral-Entry Police Officer and one for the position of General Laborer.

The payroll audit system we had been using throughout the years (since 1994) was changed. How we collect the fees for testing was changed. There is now no testing fee; instead an application fee has been applied. (*Clerk's notation: the fee remains at \$20*)

The Commission reviewed Ordinance 28-2012 and Ordinance 46-2019 that focused on probationary periods and eligibility lists. The language for probationary periods was adjusted so we could extend the three-month period to six months. Also, we omitted the Tallmadge City Schools from the rules and regulations.

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Chairman Naso noted that when an agility test is given for the Lateral-Entry Police Officer position, there is always someone there from Civil Service to monitor and sign-off on each candidate.

Mrs. Higham nominated Jan Naso to serve as 2020 Chairman of the Civil Service Commission. Mr. Kot seconded the nomination and asked if there was any discussion. Mr. Naso accepted the nomination for Chairman and stated that he enjoys doing it and has the time, so it works out well.

Mayor Kline requested the Commission to start the process for a Mechanic's Test. He said they believe there is a retirement the first of the year. The Mayor said we'll get with Allison on this but wanted the request to be on record.

Meeting adjourned at 7:50 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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