

CIVIL SERVICE COMMISSION
Meeting
MINUTES
November 15, 2018
10:00 a.m.
Conference Room 3C
3rd Floor, City Hall

Roll Call:

The meeting was called to order by Chairman Tim Matthewson and Commissioners Gerri George and Shay Nagersheth. Also present were Virginia Werner, Human Resources Director; Patrick Ridenhour, Police Chief; T.J. Wiedel, Fire Chief; Mark Omasta, Assistant Fire Chief; and Joe Halas, Deputy Fire Chief.

Minutes: Review and accept previous meeting's minutes

Motion by Commissioner Nagersheth, seconded by Commissioner George, to accept the previous meeting's minutes as presented. Motion carried unanimously.

Personnel Status

New Hires

Michael Brosofske – Public Utilities Dept.; Steve Nicholas – Highway Dept

Promotions

Tara Carvalho – Library Dept.

Reclassifications

Kim Pisciotta to a Tax Coordinator

Retirements

Cynthia Lappala – Library; Marlene Moore – Permit Dept.; Jim Russel Fire Dept.

New Business

Appeal

Tree Warden Applicant LTO204: Chairman Matthewson referred to a letter from the applicant regarding years of experience and higher level certificates. Ms. Werner concurred regarding the qualifications.

Motion by Chairman Matthewson, seconded by Commissioner Nagersheth, to return Applicant LTO204 to the Tree Warden eligibility list. Motion carried unanimously.

Eligibility List Certification

Police Lieutenant

Ms. Werner stated there was a written exam and an oral exam, and there are 7 on the list.

Motion by Commissioner Nagersheth, seconded by Chairman Matthewson, to certify the Police Lieutenant Eligibility list as presented. Motion carried unanimously.

Fire Lieutenant

Ms. Werner noted there was a written exam and an oral exam, and there are 19 on the list.

Motion by Commissioner George, seconded by Chairman Matthewson, to certify the Fire Lieutenant eligibility list as presented. Motion carried unanimously.

Children's Program Coordinator

Ms. Werner reported that there was an oral exam, and 5 passed.

Motion by Chairman Matthewson, seconded by Commissioner Nagersheth, to certify the Children's Program Coordinator eligibility list as presented. Motion carried unanimously.

Public Utility Technician

Ms. Werner noted there were 3 candidates, the exam was held yesterday and none passed. She responded to Commission questions and requested approval to post for another exam.

Motion by Commissioner Nagersheth, seconded by Commissioner George, to hold another exam for the Public Utility Technician as no candidates were generated from the first exam. Motion carried unanimously.

Request for Interview versus Examination

Deputy Planning Director

Ms. Werner reported there is one candidate who meets the requirement and requested that an interview in lieu of exam be conducted.

Motion by Commissioner George, seconded by Chairman Matthewson, to accept the application and that an interview in lieu of exam be held as there was only one qualified application. Motion carried unanimously.

Tree Climber

Ms. Werner noted there is only one applicant and requested an interview in lieu of an exam.

Motion by Chairman Matthewson, seconded by Commissioner George, to accept the application and that an interview in lieu of exam be held. Motion carried unanimously.

Qualification of Candidates

Truck Driver

The candidates were discussed as follows:

Accepted: 101, 102, 103, 104, 105, 106, 107, 108, 112, 113, 114, 115, 119, 121, 126, 127, and 128

Rejected for lack of amount of experience: 109, 110, 111, 117, 118, 122, 123, 124, and 129

Rejected for lack of information on application: 120

Rejected for lack of copies: 116, and 125

Request to Extend Eligibility List

Police Sergeant, Police Officer and Fire Fighter

Ms. Werner noted this is a request to extend the following eligibility lists: Police Sergeant to December 20, 2019; Police Officer to April 16, 2019; and Firefighter to December 20, 2019.

Motion by Commissioner George, seconded by Chairman Matthewson, to extend the eligibility lists as requested for Police Sergeant, Police Officer, and Fire Fighter as requested by the City. Motion carried unanimously.

Request to Remove Police Officer Candidates from the Eligibility List

Matthew Nuzzo; Anthony Biasetti; and Kevin Seery: Ms. Werner stated the candidates noted did not pass the post offer testing.

Motion by Commissioner Nagersheth, seconded by Chairman Matthewson, to remove the Police Officer Candidates from the eligibility list as noted. Motion carried unanimously.

Acknowledgement of Customer Service Representative Position – Reclassification

Ms. Werner reviewed the reasons for the request for reclassification, and responded to Commission questions.

Motion by Commissioner George, seconded by Commissioner Nagersheth, to acknowledge reclassification of the Customer Service Representative position. Motion carried unanimously.

Correction: Extension Time frames - Entry Level Police Officer Eligibility List Only:

Ms. Werner noted this is a correction to last month's request to extend both Police and Fire eligibility lists. Ms. Rosemark noted this would rescind the motion regarding the extension of the eligibility list and replace it with a motion as noted below.

Motion by Commissioner Nagersheth, seconded by Commissioner George, to rescind the motion made at the October 10, 2018 meeting regarding the extension of entry level Firefighter and entry level Police Officer eligibility lists and replace with a motion to clarify to extend the entry level Police Officer eligibility list for six month increments not to exceed two years. Motion carried unanimously.

Review the 2019 Civil Service Commission Meeting Schedule

Motion by Commissioner Nagersheth, seconded by Commissioner George, to accept the Civil Service 2019 calendar as presented. Motion carried unanimously.

NOTE: Civil Service Meeting Reschedule: Wednesday, December 12, 2018

Adjourn

Motion by Commissioner Nagersheth, seconded by Commissioner George, to adjourn. Motion carried unanimously.