

CIVIL SERVICE COMMISSION

Meeting

MINUTES

February 20, 2019

10:00 a.m.

Conference Room 3C

3rd Floor, City Hall

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BY: 

Roll Call:

The meeting was called to order by Chairman Tim Matthewson, and in attendance were Commissioners Shay Nagersheth and Gerri George. Also present were Denise Janey, Chief Examiner and T.J. Wiedl, Fire Chief.

Minutes: Review and accept previous meeting's minutes

Commissioner Nagersheth made a motion to accept the meeting minutes as presented. Commissioner George seconded the motion. Motion carried.

Personnel Status:

New Hires:

- **Michael Archiere - Highway, Teresa Stenken - Library and John Cole, Stephen Creedon - Fire Department** Ms. Janey reported the hire of a new Truck Driver, Michael Archiere, Highway; a new Children's Program Coordinator, Teresa Stenken, Library; and two new Firefighters who have left for the Academy, John Cole and Stephen Creedon, Fire Department. Fire Chief Wiedl responded to Commissioners questions regarding the 15-week, live-in academy, one week of in-house learning, followed by a one-year probationary period.

Promotions: None

Reclassifications: None

Retirements: George Gleason - Permit Center

New Business:

Certification of Eligibility Lists

- Fire Marshal

Commissioner Nagersheth made a motion to certify the list as presented. Commissioner George seconded the motion to certify the Fire Marshal Eligibility List. Motion passed.

- Clerk Typist II

Commissioner George made a motion to certify the Clerk Typist II Eligibility list as presented. Commissioner Nagersheth seconded the motion. Motion passed.

- Customer Service Representative

Ms. Janey commented that of the 57 applicants, 55 passed the exam for this position in the Permit Center. Commissioner Nagarsheth made a motion to certify the Customer Service Eligibility List as presented. Commissioner George seconded the motion. Motion passed.

Request to Extend Certified Police Officer Eligibility List

Ms. Janey requested the Certified Police Officer Eligibility List, which has five candidates remaining. Commissioner Nagarsheth made a motion to extend the Certified Police Officer Eligibility List as presented. Commissioner George seconded the motion. Motion passed.

Request Position Description Approval:

- Sanitarian

Ms. Janey explained the Sanitarian position change states they must have their Sanitarian Certification within six months of being hired.

- Chief of Water Distribution

Ms. Janey commented the change for Chief of Water Distribution is a nomenclature change in title which was Water Distribution Operator.

- Maintenance Mechanic III/HVAC

Ms. Janey noted the change to the Maintenance Mechanic III/HVAC is that you must be a Maintenance Mechanic with at least two years' or more experience as opposed to five years' experience. She responded affirmatively to Commission questions that the position is hard to fill.

Motion made by Commissioner Nagarsheth, seconded by Chairman Matthewson, to approve the position descriptions for Sanitarian, Chief of Water Distribution, and Maintenance Mechanic III/HVAC as presented. Motion passed.

Removal Request for Reclassification of Position Description:

- Health Program Coordinator

Ms. Janey commented that this is no longer needed per the Department Head. Motion by Chairman Matthewson, seconded by Commissioner Nagarsheth, to remove the reclassification of the position of Health Program Coordinator. Motion passed.

NOTE: Civil Service Meeting: Wednesday, March 13, 2019

Adjourn Motion made by Commissioner Nagarsheth, seconded by Commissioner George, to adjourn. Motion passed.