



**GREEN CIVIL SERVICE COMMISSION  
MEETING MINUTES  
JUNE 13, 2018**

Mr. Jerry Alessia called the meeting to order at 6:03pm and noted Mrs. Kimberly Baer was present. Mr. Bob Calderone was not present. Also present were Valeria Wax Carr, Service Director, and Pam Serina and Melinda Svenson from Human Resources.

**MINUTES**

Commission reviewed the May 9, 2018 meeting minutes. Mrs. Baer motioned to approve the minutes and Mr. Alessia seconded the motion.

**CORRESPONDENCE**

- The Commission reviewed the expense report ending May 31, 2018. Melinda stated the invoice for the Lieutenant and Captain exams has not been received to date and reiterated we should review advertising budget as it most likely will need increased in the next few months. Mrs. Baer stated she had seen the display ads in the Beacon and Suburbanite and suggested running smaller display ads for future openings if available and less costly.
- Commission reviewed and signed the following payroll status forms:
  - John Boling (hired as a General Mechanic)
  - Payroll status change for Dave Hartsook (Income Tax Administrator resignation) not received back in HR prior to this meeting
- Commission reviewed and signed the following staffing requisitions:
  - Firemedic (to fill one additional open position)
    - Pam advised the Commission that although a Firemedic requisition was signed May 9, 2018 for two open positions, the candidates selected for these positions are still completing their pre-employment testing and not officially hired to date. Pam stated to the Commission the Firemedic eligibility list expired on May 29, 2018 and was not sure if this was an issue as the Civil Service Rules are unclear on this matter. Commission members agreed since the requisition for these two positions was signed prior to the list expiring, there was no issue appointing the candidates after the list expired. The Commission did have reservations signing the requisition for a Firemedic dated June 6, 2018 as this requisition was initiated after the list expired. After much discussion, Mr. Alessia made a motion to grant an exception to certifying the list after the list expired. Mrs. Baer seconded the motion. Both Commission members wanted it noted that moving forward, everyone is in agreement that once a list expires, no additional positions can be requested from the list. Commission also requested that Pam have the Fire Chief put something in writing that he was unaware the Firemedic list expired when he submitted the June 6<sup>th</sup> requisition and that he is also requesting an extension to the 60 day window allotted to hire an individual per Civil Service Rule 7.1. This extension would apply to the hiring of the first two Firemedics requested on May 9<sup>th</sup> as well as the Firemedic hired off the June 6<sup>th</sup> requisition.

Appointment letters are to be received by all three Firemedic candidates on or before August 13, 2018 given this extension.

- Income Tax Administrator (to fill 1 open position)

### **NEW BUSINESS**

- N/A

### **OLD BUSINESS**

- Commission signed the score letters for both Service Worker I candidates and Service Worker II candidates. There were eight (8) candidates who failed the Service Worker I exam. Fifty-four (54) candidates passed the Service Worker I exam. Twenty-seven (27) candidates passed the Service Worker II exam.
- CSC Rule Changes
  - Pam informed the commission she met with both Jeff Funai (Fire Chief) and Valerie Wax Carr (Service Director) on May 15, 2018 to review the Civil Service proposed rule changes. Pam reviewed the following points that were brought up during this meeting:
    1. Entry Level Section 6.2 on Tie Scores

There was a great deal of discussion about allowing physical agility time results to be the tie breaker for Fire Medics and a Firefighter Engineer. These are the only two pathways into the Fire Division, where a job candidate may hire in from the outside. Then, we discussed whether the physical agility time should be included as part of the test, with a weight somehow assigned to the time. Pam was not in favor of using the physical agility only as a tie breaker; and, it did not seem practical to make it part of the test for a variety of reasons. Mrs. Baer clarified that the city is not conducting the physical agility test. Candidates are doing this prior to hire through Stark State or Tri-C. Mr. Alessia stated if the Fire Chief feels that strongly about the agility test, he could always include it in the Bargaining Unit Contract.  
*Both Chief Funai and Valerie Wax Carr agreed to the social security tie breaker.*  
*(No changes to proposed rule.)*
    2. Section 6.3—Entry Level Eligibility List Removal

It was thought that Section 6.3, even though it is just one bullet item, should still read consistent with Section 7.3. In other words, add the section underlined here: i.) After having been certified for appointment three (3) times and a lower ranked candidate is appointed.  
*(Commission agreed to add language to 6.3 for consistency.)*
    3. In Section 9.16 on tie scores

No one believed that breaking an internal promotional tie by social security number was appropriate, given all the additional information that should be considered when promoting internal candidates. Please keep this section as it was before where tied scores are given a rank.  
*(Commission agreed to leave this section as is.)*
    4. In agreement with Certification Chart provided that the numbers are the maximums.

Chief wanted to ensure that if he only had three candidates for two openings for example, he has the option of choosing among three only if all three are

qualified. Perhaps we should add language to cover this if this is the intention.

5. Disciplinary Action—Can employees grieve via a collective bargaining agreement; and, appeal to the Civil Service Commission at the same time? Problematic.

*Commission stated that Collective Bargaining Agreements would trump Civil Service if applicable and should state so in the CBA. All City of Green Collective Bargaining Agreements state that the labor agreement is the exclusive remedy for union member grievances and arbitration.*

- Mrs. Baer also brought up the fact the Rules should include language in the Bonus Point section (Rule 5.6.c) to include candidates who have served in the reserves. Pam will research military forms showing evidence of reserve duty. Form DD-214 in the current CSC rules is not provided for reservists.

**NEXT MEETING:**

The next Civil Service Commission meeting is scheduled for July 2, 2018 at 6:00pm. This meeting was originally going to be a special meeting to qualify candidates for the Income Tax Administrator and Code Inspector exams, but Commission determined they would not have quorum for the regularly scheduled meeting July 11<sup>th</sup> and opted to make the July 2<sup>nd</sup> meeting the regular monthly meeting. Melinda will repost the meeting announcement to state this will be the Commissions regular monthly meeting.

There being no further business, Mr. Alessia motioned for the meeting to adjourn and Mrs. Baer seconded this motion. The meeting adjourned at 8:07pm.

Respectfully submitted,

Melinda Svenson



Gerald Alessia, Chair

07/02/18  
Date



Robert Calderone, Co-Chair

07-02-18  
Date

\_\_\_\_\_  
Kimberly Baer, Member

\_\_\_\_\_  
Date