

**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
AUGUST 10, 2017**

Mr. Bob Calderone called the meeting to order at 6:04pm and noted Mrs. Kimberly Baer was present. Mr. Jerry Alessia was not present. Also present was Pamela Serina and Melinda Svenson from Human Resources.

MINUTES

Commission reviewed the July 12, 2017 meeting minutes. Mrs. Baer motioned to approve the minutes and Mr. Calderone seconded the motion.

CORRESPONDENCE

- The Commission reviewed the expense report ending July 31, 2017 noting there were no changes.
- Commission reviewed and signed the staffing requisitions for Service Worker II employees.
- Commission reviewed and signed the following Payroll Status Forms:
 - Aaron Hoxworth, new Firemedic
 - Steven Pennington, new Firemedic
 - Keith Burch, Service Worker II transfer
 - Jay Davis, Service Worker II transfer
 - Barb Holdren, retired Zoning Supt.

NEW BUSINESS

- **SERVICE SUPERVISOR RESIGNATION**
 - Pam reviewed with the Commission that Brian Mulkey, Service Supervisor, had submitted his resignation.
 - Mrs. Baer requested a copy of the resignation letter. Pam stated she would scan and email this to the Commission.
 - Pam showed the Commission the Staffing Requisition Form for the Service Supervisor position. Mr. Calderone stated that due to the fact the form stated Service Supervisor – Highway, he would not be comfortable signing the form. Mr. Calderone stated the position is a Service Supervisor position in general, not specifically for Highway. Both Commission members stated if the City wanted to strictly test for the Highway Division, the City would need to revise the job descriptions and create a separate description for each Division. Pam stated she did not believe it was the Service Director's desire to split the job description out.
 - Pam told the Commission that Mr. Mulkey was actually performing the duties of Service Supervisor for both Highway and Storm water, but the Supervisor

position for storm water would not be posted in 2017 due to the position not being budgeted for 2017.

OLD BUSINESS

- **CSC Rule Changes**

- Pam forwarded a draft of the revised Civil Service Rules to the Law Director and Mayor for their review and input.
- Mr. Calderone suggested looking at pricing for getting the final copies of the rules printed out for all City of Green employees.
- Pam told the Commission that Valerie Carr would like to attend next month's CSC meeting. Pam reviewed some general questions Valerie had for the Commission per an email Valerie had sent Pam. (See attached email.)
- CSC to look at rule of three in promotion section at September meeting.
- Pam asked Commission to think about any other area relating to the rules that the City and CSC could be more flexible regarding future hiring.

- **Barb Holdren, Zoning Supt. Retirement**

- Mrs. Baer stated she had talked with Molly Kapeluck, Clerk of Council, who had told Kim that council may put something together as far as legislation on Barb's retirement. Mrs. Baer stated that if this happened, maybe Civil Service Commissioners could attend that council meeting. Pam stated she would look at the resolutions Molly had given her and follow up to the status of Barb's resolution.

NEXT MEETING:

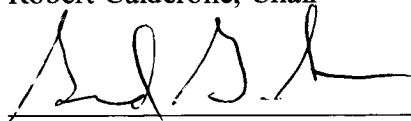
The next Civil Service Commission meeting is scheduled for September 13, 2017 at 6:00pm.

There being no further business, Mrs. Baer made a motion to adjourn and Mr. Calderone seconded this motion. The meeting adjourned at 7:34pm.

Respectfully submitted,

Melinda Svenson

Robert Calderone, Chair



Gerald Alessia, Co-Chair



Kimberly Baer, Member

Date

09/13/17

Date

9/13/17

Date

Pamela Serina

From: Pamela Serina
Sent: Tuesday, August 8, 2017 12:11 PM
To: Valerie Wax Carr
Cc: Diane Calta
Subject: Civil Service Commission Rules Update
Attachments: CSCrulesAMENDEDword_MS Email_20170713.docx; CSCrulesAMENDEDword_Accept Edits_20170713.docx

Hi Valerie,

Below are the questions I got from your notes on the civil service rules. I can answer several of these, but I will get back to you on all of them after Wednesday night's civil service meeting. If you are aware of ways that we might gain more flexibility within our civil service rules, let me know and we can bring it up for discussion. Civil service meetings are typically the 2nd Wednesday of the month, so the upcoming dates are August 9th and September 13th. Any input is appreciated.

Thank you,
Pam

1. Make sure Civil Service Secretary is not in the bargaining unit.
2. The Civil Service Commission shall be informed of all appointments, promotions, removals, transfers, etc. Valerie's question: Within what time frame?
3. Proof of Education of Experience – College transcript or High School Diploma—at time of hire or application?
4. Bonus Point Adjustments – Only for entry level jobs, not promotional?
5. Breaking Tie Scores – Valerie's comment is that some cities accomplish this based on whose application is time stamped first.
6. Eligibility List Removal—added “after having been certified for appointment three (3) times. Valerie liked having this limit.
7. How does the CSC determine that there are three or more employees eligible and qualified?
8. If we are posting for more than one position, how many employees must be qualified to require that the vacancy is filled internally.
9. Valerie is questioning how employees submit a letter of interest when requesting consideration for a promotion.
10. Does disciplinary action discussed in civil service rules go through collective bargaining agreement?

From: Pamela Serina
Sent: Monday, August 7, 2017 1:18 PM
To: Diane Calta; Gerard Neugebauer
Cc: Melinda Svenson
Subject: Civil Service Commission Rules Update

Mayor and Diane,

The Civil Service Commission (CSC) has been working on updating the Civil Service Rules for the City. The last update was June 27, 2013, and the attachments are the final 2017 draft the Commission would like to present for your review.

The first attachment reflects the edits / changes to the Civil Service Rules booklet; while the second attachment shows the CSC rules booklet as though all of the changes have been accepted.

Some of the changes in this revision include:

- Breaking ties on the Eligibility Lists
- Civil Service entry process mirrors promotional process
- Clarifying applicant certification vs. appointment
- CSC change of status notifications
- Defining when Disciplinary Action Review occurs
- Diplomas and transcripts
- Notice of potential Vacancy to allow pro-active response to job openings

If in the process of reviewing this, you notice a section or sentence where the City could have additional flexibility when hiring or promoting while maintaining the integrity of Civil Service goals, please let me know. Perhaps it is something I can discuss with our Commission before presenting to Council and the final print.

Thank you,
Pam

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