



**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
JUNE 14, 2017**

Mr. Bob Calderone called the meeting to order at 6:02pm and noted Mrs. Kim Baer was present. Mr. Jerry Alessia was not present. Also present was Pamela Serina and Melinda Svenson from Human Resources.

MINUTES

Commission reviewed the May 8, 2017 meeting minutes. Mrs. Baer motioned to approve the minutes and Mr. Calderone seconded the motion.

CORRESPONDENCE

- The Commission reviewed the expense report ending May 31, 2017 noting there were no changes.

NEW BUSINESS

- It was discussed that the new Director of Public Service was requesting the dates the Service Worker I and II list would expire. Melinda had let her know these dates were in October of 2017.

OLD BUSINESS

- **CSC Rule Changes**
 - Commission reviewed the rules that had been discussed at previous meetings needing revised. (See attached spreadsheet which highlights the changes to the CSC rules the Commission discussed during this meeting.)

NEXT MEETING:

The next Civil Service Commission meeting is scheduled for July 12, 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 6:51pm.

Respectfully submitted,

Melinda Svenson

Robert Calderone, Chair

Date _____

Gerald Alessia, Co-Chair

Date _____

Kimberly Baer, Member

Date _____

The following sections were revised , as follows, during the CSC 6/14 meeting:

Section	New Language	Rationale
7.1 Certifications	<p>Upon notice to the Civil Service Commission by the Mayor or designated representative that a vacancy or potential vacancy exists the Commission will certify the names of the highest scoring candidates, as follows:</p> <p>For 1 vacancy, the top ten (10) candidates</p> <p>For 2 to 4 vacancies, the top fifteen (15) candidates</p> <p>For 5 to 8 vacancies, the top twenty (20) candidates</p> <p>For 9 to 12 vacancies, the top twenty-five (25) candidates</p> <p>For 13 to 16 vacancies, the top thirty (30) candidates</p> <p>The Mayor will appoint candidate(s) to fill the vacancy(s) within sixty (60) calendar days unless the position is no longer vacant, or an extension is granted by the Commission.</p>	Affords the City more latitude in filling anticipated vacancies and expands the number of candidates on the eligibility list, based on the number of vacancies, when more than one vacancy exists.
7.3 Candidates Remaining on Eligibility List	After the appointment of a candidate, the remaining top ten (10) candidates on the eligibility list become eligible for appointment.	Current language is confusing.
9.17 Certification and Posting of Eligibility List PROMOTIONS	<p>Upon completion of an examination for promotion into a higher classification the Commission will certify in writing the names and scores of the highest scoring candidates, as follows:</p> <p>For 1 vacancy, the top three (3) candidates</p> <p>For 2 vacancies, the top five (5) candidates</p> <p>For 3 vacancies, the top seven (7) candidates</p> <p>For 4 vacancies, the top nine (9) candidates</p> <p>For 5 vacancies, the top eleven (11) candidates</p> <p><i>{language pending further discussion by CSC}</i></p> <p>The Mayor will appoint candidate(s) to fill the vacancy(s) within sixty (60) calendar days unless an extension is granted by the Commission.</p>	Expands the number of candidates on the eligibility list, based on the number of vacancies, when more than one vacancy exists.
12.1 Status Change	<p>The Civil Service Commission shall be informed of all appointments, promotions, removals, transfers, layoffs, suspensions, reductions and reinstatements involving classified positions/employees.</p> <p>The City shall notify the Commission anytime an employee is added to or removed from the City roster.</p>	<p>The Commission has adopted rules governing these actions as mandated by Section 7.3(B) of the City Charter.</p> <p>This section will prevent individuals from being placed into classified position(s) without the knowledge of the Civil Service Commission.</p> <p>The Commission and Human Resource Manager have agreed to modify the City's <i>Staffing Requisition, Certification and Appointment</i> form to accommodate the proposed language in Section 12.1.</p>