

**City of Norton**  
**CIVIL SERVICE COMMISSION**  
**July 11<sup>th</sup>, 2018**

*The Norton Civil Service Commission convened for a meeting in Council's Chambers*  
Joseph Conte called the meeting to order at 2:30 p.m.

**Roll Call:** Joseph Conte  
Peggy Dobbins  
Angela Beck

**Attendees:** Jack Gainer, Charlotte Whipkey, Barberton Herald

**CURRENT BUSINESS:**

- The commission met today to consider the Data Clerk Application Packet and the Laborer Application Packet. These packets were emailed to the members earlier so that they could study and proof-read. Mr. Conte asked the members if there were questions or discussion about either packet. All three members agreed that everything was in order. Mr. Conte moved to approve the packets, seconded by Peggy Dobbins.

Yes: Joseph Conte  
Peggy Dobbins  
Angela Beck

Motion unanimously approved.

- Angela Beck presented the next order of business which was the Data Clerk job description. She said she reviewed it and it looks just fine but is requesting that the Department Head review it to be sure that the job duties listed are in fact what this position will be performing. Angela moved to give the Department Head one week, by July 18<sup>th</sup>, to get back to the commission. Angela stated that this needs to be accomplished prior to the test being run on August 18<sup>th</sup>, 2018. CSCS Janice Back said that she will send a memo to the Mayor, Administrative Officer, and the Department Head and attach the members, via email to this memo. Joseph Conte requested that the Laborer Job Description be approved by Robert and the Dept. Head also. Angela Beck explained that each time a test is scheduled, the commission would like to get into the habit of pulling that Job.Description to be reviewed and updated to keep them current. She

would like to see new dates on the Job Descriptions each time a test is scheduled.

- The members are not able to attend the Data Clerk Exam on August 18<sup>th</sup>. Angela Beck explained that the testing company will have to supply a proctor. The City cannot supply those. It would be a conflict of interest. Peggy Dobbins stated that depending on how many candidates there are, it should be well covered by Ramsey & Associates.
- The commissioned requested to vote for Shannon Szittai to be the new CSC Secretary. Mr. Conte made a motion for Shannon, seconded by Angela Beck.

Yes: Joseph Conte  
Angela Beck  
Peggy Dobbins

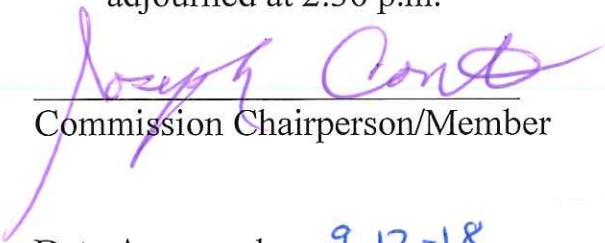
The motion was approved.

- With no further questions, Joseph Conte moved to adjourn, seconded by Angela Beck.

Yes: Joseph Conte  
Angela Beck  
Peggy Dobbins

### CONSIDERATION OF THE MINUTES:

- The minutes from May 30<sup>th</sup>, 2018 were presented, approved and signed.
- With no further business presented to the Commission, the meeting was adjourned at 2:36 p.m.

  
Commission Chairperson/Member

  
Commission Vice-Chairperson / Member

Date Approved: 9-12-18

*Civil Service Commission  
JC/PD/AB*