



The City of Norton

4060 Columbia Woods Drive

Norton, OH 44203

Phone: 330-825-7815

Fax: 330-825-3104

To: Civil Service Commission (3) emailed
From: Janice Back, Civil Service Commission Secretary
Date: February 8th, 2016
Re: Approved, signed Civil Service Commission minutes for meeting held on
January 13th, 2016

Attached you will find a copy of the approved, signed minutes from the Civil Service Commission meeting held on January 13th, 2016

Please note the original, approved, signed minutes are hereby forwarded and on file with the Clerk of Council.

original on file: Karla Richards, Clerk of Council

hard copy cc: Ann Campbell/Admin. File
Posting/Stenographer/CSC file

emailed cc: CSC Members (3)
Mike Zita, Mayor
Valerie Carr, Administrative Officer
Justin Markey, Esq.-Director of Law
Ann Campbell, Administrative Assistant
Council Members (7):

City of Norton
CIVIL SERVICE COMMISSION

January 13th, 2016

*The Norton Civil Service Commission convened for a meeting in the
NFD Administrative Secretary's Office*

Chair person, Angela Beck called the meeting to order at 2:35 p.m.

Roll Call: Judith Dynia
Angela Beck
Absent: Peggy Dobbins
Invitee: None

OLD BUSINESS:

- The NPD Officer Test results were presented. Chief John Dalessandro sent an email to present to the commission that included a request to be removed from the eligibility list from one of the candidates (attached).

NEW BUSINESS:

- Angela Beck started the meeting with discussions involving goals, being more involved in the testing process, Home Rules, and Powers and Duties. Judy Dynia agreed.
- The CSC wants to see applicants adhere to the instructions they are given in the application packet (attached) and want any questions to be directed to the CSC secretary.
- The CSC asked that secretary Janice Back supply each candidate with a business card with contact information (for any questions) and date of test results included on the card. They are hoping this will clear up issues that arise.
- The CSC asked if there was any progress with job descriptions. Janice Back said that she would direct this question to Valerie Carr.
- The commission requested report of all current eligibility lists. The follow is a current list of all eligibility lists as of the date of this meeting:
 1. NPD Officer: List will expire on 11/18/16 unless otherwise requested to be extended for 1 year.
 2. Service Dept. Laborer: List will expire on 5/31/16. A 1 year extension was requested in 5/14. No other extensions are permitted.
 3. NFD Assistant Chief: List will expire on 4/15/17. Fire Department eligibility lists are automatically active for 2 years (*per O.R.C. 124.46*) unless list becomes exhausted.
 4. NFD FT FF/Medic: List will expire on 03/11/17. Fire Department eligibility lists are automatically active for 2 years (*per O.R.C. 124.46*) unless list becomes exhausted.
- **CONSIDERATION OF THE MINUTES:**
- The minutes from 8/19/15 and 11/18/15 were signed as approved.
- With no further business coming before the Commission, the meeting was adjourned at 3:40 p.m.



Commission Chairperson/Member



Commission Vice-Chairperson / Member

Date Approved: 2-3-16

Zimbra

jback@cityofnorton.org

Fwd: Andrew Dilbeck

From : Chief Dalessandro
<policechief@cityofnorton.org>

Wed, Dec 23, 2015 11:00 AM

Subject : Fwd: Andrew Dilbeck

To : J. Back - Fire <jback@cityofnorton.org>

Janice,

Andrew Dilbeck is on our top 10 Civil Service list. He took a full time position with New Franklin Police Department and is no longer interested in a position with us. Please remove him from the list and provide me with the next name on the list.
Chief Dalessandro

From: "Ryan Burnette" <rburnette@cityofnorton.org>

To: "policechief" <policechief@cityofnorton.org>

Sent: Tuesday, December 22, 2015 1:37:19 PM

Subject: Andrew Dilbeck

Chief,

On 12-07-15 I contacted Andrew Dilbeck via the telephone in reference to paperwork I needed him to fill out. Andrew did not answer, so I left him a message. I advised him that the Norton Police Department was starting to get background information on the top 10 candidates from the civil service test, and he was one of them. I advised him that if he was still interested in working for our department to give me a call back and I would have him come to the station so he could pick up his pre-employment background investigation packet to fill out. Andrew called back later that day and advised that he was not interested in working for our department. Andrew stated that he was now working full time for the New Franklin Police Department and would like to stay with them at this time. Andrew advised that he was sorry and appreciated the call.

HAVE YOU ENCLOSED THE FOLLOWING?

- A copy of your **OPOTA** certification letter or certificate
- A copy of your current, valid driver's license.
- A copy of your DD214 (if you are a veteran).
- Transcripts of college credits you have earned in Criminal Justice or a related field.
- Did you have your Application information notarized?
- Have you place your application back into the envelope (provided) if dropping off.
- Your (non-refundable) \$25 testing fee (cash only).
- If you are mailing your application packet, you may pay your \$25 testing fee on the day of the test. Please **DO NOT** mail cash.
- A confirmation letter of employment from Chief Dalessandro
(if you have been in the position of part-time Officer for a minimum of six months immediately prior to the examination date).

Janice Back
CSC Secretary
Contact # 330-825-7815 #201
08:00 - 16:30, Mon. thru Fri.