



CITY OF NORTON, OHIO
4060 Columbia Woods Drive
Norton, Ohio 44203
Phone (330) 825-7815 / Fax (330) 825-3104

“NOTICE OF PUBLIC MEETING”

Civil Service Commission

Wednesday, March 19th, 2014 @ 2:30p.m.
NFD Administrative Secretary Office

I. ROLL CALL:

II. AGENDA: **Account Clerk Application Packets**
 Request for Signatures, Minutes from 03/05/2014
 Presentation of “Laborer” Job Description and Posting

III: ADJOURN

Please note: This posting is for notification to all department heads of The Civil Service Commission activity. If this pertains to you, please print a copy for your files. If this does not pertain to you, please view as information only.

Emailed:

Mayor Mike Zita
Valerie Carr, Administrative Officer
Ann Campbell, Admin.Assistant
Laura Starosta, Finance Director
Karla Richards, Clerk of Council
Civil Service Commission Members (3)

Posted & Emailed on 03/17/2014

Janice Back *CSC Secretary*
Contact # 330-825-7815 ext. # 201
jback@cityofnorton.org

NFD-CSC-RC Secretary, 08:00 - 16:30, Mon. thru Fri.



Memorandum

To: Civil Service Commission (3) – (emailed)

From: Janice Back, Civil Service Commission Secretary

Date: March 21st, 2014

Re: Preliminary Drafted Minutes of the Civil Service Commission on March 19th, 2014

Attached you will find a copy of the preliminary drafted minutes from the Civil Service Commission meeting held on Wednesday, March 19th, 2014 for your review. Please note these preliminary drafted minutes are subject to the Commission's review and are subject to change.

Please contact me no later than Wednesday, March 26th, 2014 with any corrections or editorial suggestions that you may have. I can be reached at jback@cityofnorton.org. If I do not hear from you, I will assume they are correct and will arrange to obtain signatures accordingly.

Please print this page if you prefer a hard copy for your files.

Thank you.

Emailed-cc: CSC Members (3)
Mike Zita, Mayor
Valerie Carr, Administrative Officer
Justin Markey, Law Director
Ann Campbell, Admin. Assistant

Hard copy: Stenographer/ CSC File



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: April 10th, 2014
Re: Approved, signed Civil Service Commission minutes for meeting held
on March 19th, 2014

Attached you will find a copy of the approved, signed minutes from the Civil Service Commission meeting held on March 19th, 2014.

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
Civil Service Commission Boardroom File
Posting/Stenographer/CSC file

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

City of Norton
CIVIL SERVICE COMMISSION
March 19th, 2014

The Norton Civil Service Commission convened for a meeting in the Norton Fire Division Administrative Secretary's Office. Chairperson Angela Beck called the meeting to order at 2:30 p.m.

Roll Call: Angela Beck
 Judith Dynia
Absent: Peggy Dobbins

Invitees: None

OLD BUSINESS:

- ❖ The commission asked if there were any "new hires" from the NPD Officer Eligibility list. The members asked for Chief Hete's response to be in writing so that a paper trail could accompany the eligibility list (for informational purposes only)

NEW BUSINESS:

- ❖ The commission also convened to examine and approve the application packets for the upcoming Account Clerk III test that will be held on Saturday, March 29th, 2014 at the Norton High School. It was explained that many of the packets were incomplete due to technical issues with the posting on the city's website. Secretary Janice Back explained that all applicants that were affected were contacted with instructions on how to submit missing items in their packets.
- ❖ Both Angela Beck and Judith Dynia suggested that Finance Director, Laura Starosta run a background check on any applicant considered for hire as Account Clerk III.
- ❖ Angela Beck motioned to approve application packets for Account Clerk III and to request a background check on any potential hire for Account Clerk III.

Roll Call: Yeas: Angela Beck
 Judith Dynia
 Nays: None

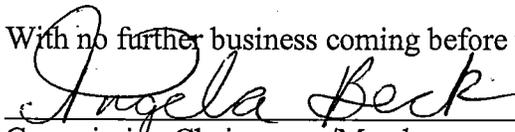
Motion Passed: 2-0

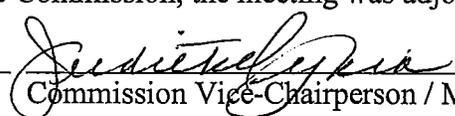
- ❖ The commission members were presented with the "Laborer" job description for review. Both members requested to hold the test on May 31st, 2014 as long as the testing company has an opening and all advertising can be completed as necessary. They also requested to invite the Superintendent of Public Service, Ernie Reynolds to the next meeting that is scheduled for April 9th, 2014 @ 2:30 p.m.

CONSIDERATION OF THE MINUTES:

There were no minutes prepared for signature at this time.

With no further business coming before the Commission, the meeting was adjourned at 4:15 p.m.


Commission Chairperson/Member


Commission Vice-Chairperson / Member

Date Approved: 4-9-14



CITY OF NORTON, OHIO

**CIVIL SERVICE COMMISSION
ATTENDANCE RECORD**

PD
334-14

The following members were present at the Payroll Certification / Meeting / Test for the Civil Service Commission:

Held on: 3-19-14

Angela Beck

Angela Beck

Judith Dynia

Judith Dynia

Peggy Dobbins

Signed

Janice Back
Secretary/Stenographer

Distribution: Mayor, Director of Finance - Payroll

