



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, April 9th, 2014 @ 2:30p.m.
NFD Administrative Secretary Office

I. ROLL CALL:

**II. AGENDA: Account Clerk Test Results: Certification Request
Laborer Postion
Minutes Presented for Signatures**

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:

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

Posted & Emailed on 04/072014

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: April 30th, 2014
Re: Preliminary Drafted Minutes of the Civil Service Commission on April 9th, 2014

Attached you will find a copy of the preliminary drafted minutes from the Civil Service Commission meeting held on Wednesday, April 9th, 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, May 7th, 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: May 14th, 2014
Re: Approved, signed Civil Service Commission minutes for meeting held on April 9th, 2014

Attached you will find a copy of the approved, signed minutes from the Civil Service Commission meeting held on April 9th, 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
April 9th, 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
 Peggy Dobbins

OLD BUSINESS:

The Commission members recently requested feedback from Chief Hete (NPD) involving the recent Police Officer test. Chief Hete reported that he has hired one full time Officer. This Officer was previously a part-time patrolman for NPD. He is also planning on hiring a part-time patrolman from this list to replace the patrolman that was promoted to Officer.

Laura Starosta was interested to see how the commission felt about the recent Account Clerk test. All three members felt it was very intense. It was also very specific to the job. All three members felt that the test was a very well-rounded in all areas: Accounting, Clerical and Word/Excel. They stated that they received quite a bit of feedback from the candidates as they left the test site.

The expiration dates, (month and day) of all eligibility lists were discussed. It was unanimous that the expiration date should be set by the date of the list becoming certified. Each test may vary by one to two years. If the list is certified for one year and there is no request to extend the list for one year, then it will expire one year from the date that the list was certified. If the list is certified for one year and there is a request for an extension by one year then the list will expire two years from the date the list was certified.

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

Motion Passed 3-0

NEW BUSINESS:

- The Civil Service Commission convened to discuss the Service "Laborer" test that is scheduled for May 31st, 2014. Administrator, Valerie W. Carr, Finance Director, Laura Starosta, and Service Supervisor, Ernie Reynolds were present at the meeting.

There were four (4) points of discussion that involves the possibility of extra credit points for any candidate that passed the test.

- ❖ Change Residency Credit from 1 point to 2 points
- ❖ Give CDL-A credit of 1 point
- ❖ Require a minimum of CDL-B to sit for the test

The CSC member agreed with Ernie Reynolds and Valerie Carr to revise the posting to reflect the above changes.

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

Motion: Passed 3-0

Administrator, Valerie Carr asked Ernie Reynolds how many candidates are being hired from this test. Ernie explained that he is four (4) positions short. Valerie asked Finance Director, Laura Starosta how many replacement positions were budgeted into the 2014 budget. Laura replied that there is no replacement positions budgeted for 2014. Valerie asked Laura if a Laborer position was going to be filled this year. Laura again replied that there are no plans on hiring anyone for the Service Department this year.

Valerie Carr suggested that there be more online advertising for this test. She is going to supply secretary Janice Back with another avenue to achieve this.

CSC Secretary Janice Back reported that the State Personnel Board of Review annual report is due in June and that Payroll Certification for the first quarter of 2014 is also due.

CONSIDERATION OF THE MINUTES:

The Commission signed the minutes from the CSC Meetings held on February 20th/March 5th/March 19th, 2014.

With no further business coming before the Commission, the meeting was adjourned at 3:50 p.m.


 Commission Chairperson/Member


 Commission Vice-Chairperson / Member

Date Approved: May 14th, 2014

City of Norton CSC Meeting Agenda

| | |
|-------------------------------------|--------------------------------|
| Meeting called by: | Type of meeting: Introductions |
| Location: Community Center Ballroom | Note taker: Janice Back |
| Date | |

Adjourned: _____

Please read: _____

Please bring: _____

Agenda Items:

Topic: Introductions, CSC Home Rule, Payroll Certification

change of residency

- ③ ADA - Liaison report -
- ③ Presentation of Letter #16
- ③ Minutes - 2/20/14 - 3/5/14 - 3/19/14 signed
- ③ Payroll Cert 4-30-14 - Job Descriptions
- Personnel BofB - Presented
- ③ Job Descriptions - Cover #16 4-30
- Laura - How did test go - 3 years
- Greenleaf? - Very intense - from feedback
- Comm pay list was very specific - reviewed
- acting / clerical / computer
- * Okweast This Service Group * - Valerie will email me
- * CD - Schools - (Valerie)
- o Nelly One - Alphonse
- o Hannah #18
- * Change ^{VALEPIE} expiration date of eligibility list to date of ^{last} certified
- 3 - Certified.

Ends 3:50

CITY OF NORTON, OHIO
CIVIL SERVICE COMMISSION
ATTENDANCE RECORD

The following members were present at:

PD

- ❖ Payroll Certification
- ❖ Meeting
- ❖ Test

for the Civil Service Commission:

Held on: April 9th, 2014

Angela Beck Angela Beck

Judith Dynia Judith Dynia

Peggy Dobbins Peggy Dobbins

Eric Reynolds / Jan Sout / Valen W. Carr

Signed _____
Secretary/Stenographer

Distribution: Mayor, Director of Finance - Payroll