



Memorandum

To: Civil Service Commission (3) – (emailed)
From: Janice Back, Civil Service Commission Secretary
Date: May 14th, 2014
Re: Preliminary Drafted Minutes of the Civil Service Commission on April 30th, 2014

Attached you will find a copy of the preliminary drafted minutes from the Civil Service Commission meeting held on Wednesday, April 30th, 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 21st, 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

CONFIDENTIAL

City of Norton
CIVIL SERVICE COMMISSION
April 30th, 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 2:37 p.m.

Roll Call: Angela Beck
 Judith Dynia
 Peggy Dobbins

Invitees: Valerie Waxx Carr, Administrator

OLD BUSINESS:

The CSC was presented with more news from Chief Hete. He has also hired one part-time Patrolman from the current Police Officer eligibility list along with a full-time Police Officer, totaling 2 positions from the eligibility list.

NEW BUSINESS:

- The Civil Service Commission convened to discuss the AFSCME Clerical Job Descriptions. Administrator, Valerie W. Carr, was present at the meeting.

Valerie Carr requested to have a phone conference with Pat Ramsey (CS testing company owner) and Ernie Reynolds (Supervisor of Service Dept.) to go over the Laborer Position before the test would be constructed. Everyone agreed that this worked out well for the Account Clerk III test and wanted to do the same thing again for the Laborer Position.

Valerie Carr said she had a brief conversation with AFSCME rep. Mike Deluke about the current job descriptions. Mike explained that there are things that are out of date and that we need to get those up to date. Valerie mentioned that she is aware that there are some jobs with no job descriptions, specifically Administrative Secretaries. Mike and Valerie both agreed that these job titles would not affect the current contract.

Judy Dynia asked how a new job title/description could "not" affect a contract. Valerie said the descriptions will not be attached to the contract. Valerie asked what the current contract job titles say.

See attachments:

- ❖ 2014 AFSCME contract page(Article 2-Recognition, Section 1)
- ❖ 2014 AFSCME contract page (Article 34-Wage Schedules, Section I)
- ❖ 2005-Job Descriptions, General Order 05-02
 - Secretary I
 - Secretary II
 - Office Manager
 - Clerk

Valerie said her thoughts are to perform a job analysis (survey) first, which will be given to the employee to fill out (brought 2 samples). The CSC members agreed to look over the surveys to capture what the jobs are really about.. The supervisor then looks over to capture what the employees are doing or should not be doing. The point is to capture what is really going on in the job and is the union and the city in agreement with it. She stressed that this should be a team effort between all parties involved.

Judy Dynia asked Valerie if she would have any problem at all with the CSC sitting with her while these interviews are taking place with the employees. Valerie stated "not at all". She also suggested that Mike Deluke be present for these interviews. He really needs to be a part of this process. It was suggested to pull together all personnel involved and have a group meeting and say that this is our reasoning behind it. It is supposed to be a team effort, no one is in trouble, we just want honest answers.

Peggy Dobbins asked if the current employees have yearly evaluations. Valerie stated that they should but don't.

Angela Beck asked if the job duties are used upon hiring. Valerie said that it should be used. Valerie also mentioned that it bothers her to not see any EEOC language, no discrimination language, and not much on lifting requirements. She hopes this project will be a good exercise to correct issues in the job descriptions. Valerie also suggested that this process should be done for every job within the city. She is open to the CSC suggestions.

Judy added that from here experience, the shorter the analysis is, the less you get from the employee. The longer it is, the better picture you get of what they are actually doing on the job. The look at the little things they may have forgotten when the analysis is more extensive.

Valerie suggested each employee take a 2 week period to complete the survey and check it every day. Some things are seasonal but most things become repetitive within 2 weeks. It might be a good idea to include daily, weekly, monthly, and yearly tasks. This whole process from beginning to end should be able to be completed within 2 months. The city may need to get into a labor management meeting so that everyone is in agreement with the results. The city will then bring it back to the CSC for the final approval (Civil Service Home Rule- Rule #6). Valerie stated that usually a problem employee is an employee that has not been given expectations.

Valerie asked the CSC to look over ideas and email their comments and then to formulate a new form and share them with Mike Deluke. Once the process is complete the appointing authority would sign off, the employee would sign off, and then it would come back to the CSC to make the final approval.

The following is a list of Classified Positions that was given to Valerie that was checked off with the CSC list:

Zoning & Building Inspector	not filled
Acct. Clerk III	filled (3 positions)
Acct. Clerk II	not currently filled
Acct. Clerk I	not currently filled
Records Clerk/ Dispatcher	not filled
Office Manager	not filled (possibly remove)
Secretary	need job descriptions
Secretary I	not filled
Clerk	not filled

Some clerical positions are mixed up and not clearly defined.

The NFD secretary position hire paper says Administrative Secretary.

Valerie and Angela had to leave. Judy and Peggy stayed to certify payroll for the 1st quarter of 2014.

CONSIDERATION OF THE MINUTES:

The Commission had no minutes to sign at this time.

With no further business coming before the Commission, the meeting was adjourned at 3:57 p.m.

Commission Chairperson/Member

Commission Vice-Chairperson / Member

Date Approved: _____