



Memorandum

To: Civil Service Commission (3) – (emailed)
From: Janice Back, Civil Service Commission Secretary
Date: August 13th, 2014
Re: Preliminary Drafted Minutes of the Civil Service Commission on May 14th, 2014

Attached you will find a copy of the preliminary drafted minutes from the Civil Service Commission meeting held on Wednesday, May 14th, 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, August 20th, 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

City of Norton
Civil Service Commission
May 14th, 2014

The Norton Civil Service Commission convened for a meeting at the Norton Fire Division. Chairperson Angela Beck called the meeting to order at 2:35 p.m.

Roll Call: Angela Beck
 Judith Dynia
 Peggy Dobbins

Invitees: Valerie Waxx Carr, Administrator
 Mike Deluke (AFSCME Representative)

OLD BUSINESS:

NEW BUSINESS:

The Civil Service Commission convened to discuss the AFSCME Clerical Job Descriptions. Administrator, Valerie W. Carr and AFSCME Representative, Mike Deluke were present at the meeting.

Valerie Carr stated that the job descriptions need to be reviewed. Some are not up to snuff and some are missing.

Valerie said that in her experience, she sees the need for a job analysis with each individual and she would like get it started within the next couple of weeks. Valerie suggested for all involved to meet at the table together so that they know the city has the endorsement of AFSCME and there is no misconstruing of anything.

Valerie suggested that the clerical positions be given a job analysis form to fill out and turn in before the next meeting. Valerie is hoping to get an untainted view of what each person is actually doing on the job. Her hope is to get a handle on who is doing what. Valerie also wants everyone to know that this is not to get anyone in trouble. It is to document what each position is actually doing.

It is necessary to include some standard language in the descriptions. She is concerned that there is no EEOC language, no discrimination language, etc. Valerie is looking for the Federal guidelines to be followed with the new job descriptions. Mike Deluke said if he would go to another city and pull up the job descriptions, all of this would be attached. He too agreed that this needs to be fixed.

Valerie said, once the job analysis' are complete, she would like to see Mike Deluke pull some of the "better" job descriptions from other communities to see if they match the job descriptions being drawn up for the AFSCME clerical positions in Norton, without trying

to re-invent the wheel. Mike Deluke agreed to do this. Valerie requested that these meetings be held during the day. The Civil Service Members requested to be a part of the personnel meetings along with the city and union. Both Valerie and Mike agreed with this request.

Judith Dynia commented that she is hopeful that everyone knows that this is a group effort to help the clerical group.

Valerie is hopeful that any adjustments that might be introduced to the job new job descriptions (once developed) will be taken well by all affected.

Secretary Janice Back added that Valerie had mentioned for all to take a couple of weeks to write down what they do each day, each week, etc and to take notes to discover what has not been captured in the present job descriptions . Valerie said she would like the clerical positions to take time to do this and to add it to the job analysis packet that will be provided.

Judith Dynia pointed out that many things were left in the job analysis packet realizing that it will eventually be used for all job positions. Some items may or may not apply to all positions.

The next meeting was arranged for June 22, 2014 in the conference room at City Hall. This meeting will be for everyone involved to explain the process and hand out the job analysis packets to the clerical members.

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 3:03 p.m.

Commission Chairperson/Member

Commission Vice-Chairperson / Member

Date Approved: _____

Norton CSC Preliminary Minutes from May 14th, 2014