



Memorandum

To: Civil Service Commission (3) – (emailed)
From: Janice Back, Civil Service Commission Secretary
Date: August 14th, 2014
Re: Preliminary Drafted Minutes of the Civil Service Commission on August 15th, 2014

Attached you will find a copy of the preliminary drafted minutes from the Civil Service Commission meeting held on Wednesday, August 15th, 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
August 13th, 2014

The Norton Civil Service Commission convened for a meeting at the Norton Fire Division. Chairperson Angela Beck called the meeting to order at 2:45 p.m.

| | |
|------------|----------------------------------|
| Roll Call: | Angela Beck Judith Dynia |
| Absent: | Peggy Dobbins |
| Invitee: | Valerie Waxx Carr, Administrator |

OLD BUSINESS:

There was no old business to discuss at this time.

NEW BUSINESS:

The commission met today to consider a request from NPD Chief Hete for an Internal Posting for a NPD Sergeant position. Chief Hete submitted a packet to share with the commission that included his request. Please see attachment for this packet. He also included the same process executed in 2010 for a Sergeant position, requesting that the "Rule of 3" be applied to this request. Valerie Carr said they are anticipating that a test may not be necessary.

The commission members granted permission to use an Internal Posting as the first step to fill the Sergeant position.

Yays: 3
Nays: 0

The Police Officer test was also discussed. Everyone is hopeful that the increased advertising will bring in more candidates for the Officer test on September 20th, 2014.

The next topic of discussion was about the AFSCME Clerical Job Analysis process. She stated that everyone did a fine job portraying their job duties. She also explained that because of the changes in the finance department with a new Finance Director coming on board, it was probably a good idea that things slowed down a bit for now. Valerie said she does not want to dictate a job description from another department. She feels it is important for a director or department head be involved with the process of job descriptions. The ladies in the Finance department just finished up their job analysis packets last week and she told them it was ok because they were trying to keep things afloat. Valerie Carr passed out examples of three analysis packets that were completed by Pam Campbell (Admin.), Paula Fisher (NPD), Amber Johnson (Finance Dept.) and said she was holding back on packet from Janice Back (NFD) for now.

Reasons for the analysis packets were to get a handle on what software they use, what responsibilities they have, etc. and now that Ron Messner is here (new Finance Director) he may want to do things a little differently now so actually the timing will work better. She also sees potential changes in the Building area as well, reorganizing some of the procedures over there that would eventually affect Pam Campbell's position. Valerie explained that she sees a need for a Front Desk Secretary. Also there is potential in leadership changes in the Police Department. This is really good timing to re-work some of these job descriptions. Valerie said the only one she does not see changes in is the Fire Division. Valerie is planning on creating 2 separate job descriptions. One for the Administrative Secretary to the Fire Division and another for Civil Service/Records Commission Secretary. If finances and organizational changes allow, maybe we would want to have a part time position to fill Civil Service Secretary/ Records Secretary. Valerie explained that the structure we have is highly unusual that there is not an independent secretary for those two positions.

Valerie suggested that the next task is to take the job descriptions we have on the books and compare those to what they wrote and see where our gaps are, and debate it. The next step then would be to draft the job descriptions, sit down with the employee and their director (or department head) and ask "does this seem to work?" We will also include the AFSCME union as well. Valerie said that honestly any possible organizational changes will not be feasible until the first quarter of the New Year. Budgets will be starting at the end of August 2014. They are going to have to get through that first. She is going to take a look at the budget to see if some changes can take place.

Valerie asked the commission if they want her to get some draft job descriptions together and email them to each member. The commission said yes. Valerie said she will let AFSCME Mike Deluke know that it's being worked on. Valerie stressed that she does not know what kind of changes can be made until she has the opportunity to look at the budget for 2015. She is hopeful to find room to restructure some things. She mentioned that the city has a healthy fund balance pending no major issues arise.

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 3:27 p.m.

Commission Chairperson/Member

Commission Vice-Chairperson /

Member

Date Approved: _____