



**The City of Norton**  
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**To:** Civil Service Commission (3) emailed  
**From:** Janice Back, Civil Service Commission Secretary  
**Date:** October 23, 2014  
**Re:** Approved, signed Civil Service Commission minutes for meeting held on September 3<sup>rd</sup>, 2014

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Attached you will find a copy of the approved, signed minutes from the Civil Service Commission meeting held on September 3<sup>rd</sup>, 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**

**September 3<sup>rd</sup>, 2014**

*The Norton Civil Service Commission convened for a meeting in the NFD 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 convened to go over the applications for the upcoming NPD Officer test that will be held on Saturday, September 22, 2014. Everything was in order.

**NEW BUSINESS:**

- The NPD is requesting an Internal Posting for Sergeant as soon as possible. The Commission went over the last posting that was used and made updates to that form. They discussed the old "seniority credit" that was in the Ohio Revised Code. It now reads:

*.R.C.124.31 Promotions.*

*Vacancies in positions in the classified civil service of the state shall be filled insofar as practicable by promotions. The director of administrative services shall provide in the director's rules for keeping a record of efficiency for each employee in the classified civil service of the state, and for making promotions in the classified civil service of the state on the basis of merit and by conduct and capacity in office.*

**Cite as R.C. § 124.31**

**History.** Amended by 129th General Assembly File No.127, HB 487, §101.01, eff. 9/10/2012.

- All three members thought it would be best to follow the changes in the ORC since this particular issue is not covered in the current "Rules of the Civil Service Commission" manual: (*Ordinance # 35-210*).

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

Motion Passed 3-0

- The Commission agreed unanimously to raise the credit points given for education to the following:  
Associates: 2 points  
Bachelors: 3 points  
Masters: 4 points

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

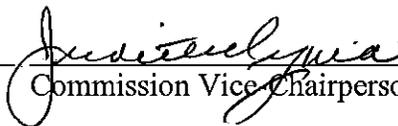
Motion: Passed 3-0

**CONSIDERATION OF THE MINUTES:**

- The Commission signed the minutes from the following CSC Meetings held on:  
April 30<sup>th</sup>, 2014 / May 14<sup>th</sup>, 2014 / May 21<sup>st</sup>, 2014 / June 25<sup>th</sup>, 2014  
July 15<sup>th</sup>, 2014 / August 13<sup>th</sup>, 2014
- With no further business coming before the Commission, the meeting was adjourned at 4:10p.m.



Commission Chairperson/Member



Commission Vice Chairperson / Member

Date Approved: 9/29/2014