



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: November 21st, 2014
Re: Approved, signed Civil Service Commission minutes for meeting held on November 5th, 2014

Attached you will find a copy of the approved, signed minutes from the Civil Service Commission meeting held on November 5th, 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

November 5th, 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
Absent: Peggy Dobbins
Invitee: Valerie Wax Carr, Administrative Officer

OLD BUSINESS:

- The Commission members convened to correct the hiring process for Ernie Reynolds, Superintendent of Public Service. A letter of request was given to Administrative Officer, Valerie Carr. In turn, she satisfied their request by supplying the hiring paperwork that was directed to the mayor in 2013. The commission asked for a little time to go over the paperwork and stated that they will give their answer at the next meeting that is scheduled for November 19th, 2014.

NEW BUSINESS:

- The CSC and Valerie were presented with the Assessment Center Test Result for the NPD Chief position. The candidate passed all 5 dimensions that were assessed. CSC member Judith Dynia attended the assessment center and gave her opinion on the process and on the response of the candidate. She commented that the candidate did very well. Parts of the testing were very intimidating and the candidate held up under pressure with impressive results. "The testing was not easy. He performed with professionalism and dignity". Judith said she was very impressed with the quality of the process as a whole, even with the choices that the testing company made in choosing assessors. These assessors were serious and to the point. Judith totally agreed with the test results. Valerie asked if the CSC was in agreement with the results and is everyone comfortable if she continues the process by interviewing the candidate next week. The CSC voted as follows:

Roll Call: Yeas: Angela Beck
Judith Dynia

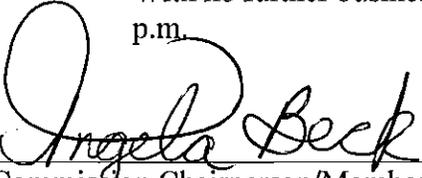
Nays: None

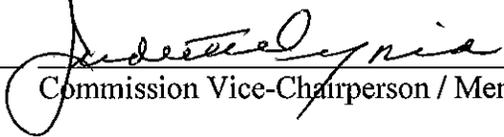
Motion Passed 2-0

The CSC requested for Janice Back to prompt a letter to the Mayor and Administrator giving their approval of the test results and to move forward to complete the process. Janice said she will draw up the letter of request and forward it to the city today.

CONSIDERATION OF THE MINUTES:

- There was no minutes prepared for signatures at this present time.
- With no further business coming before the Commission, the meeting was adjourned at 2:54 p.m.


Commission Chairperson/Member


Commission Vice-Chairperson / Member

Date Approved: 11-19-14



City of Norton

4060 Columbia Woods Drive
Norton, Ohio 44203

Phone: (330) 825-7815
Fax: (330) 825-3104

TO: Valerie Wax Carr, Administrative Officer

FROM: Civil Service Commission Members (3)

DATE: November 5th, 2014

RE: CSC Request

COPY

The Civil Service Commission is requesting a copy of the letter that was submitted by Rick Ryland (past administrative officer) to the Mayor in 2013. This letter was a request to hire Ernie Reynolds to fill the position of Superintendent of Public Service.

Due to the lack of procedure by the previous administrator, the CSC was not contacted during this hiring process. The CSC should have been given written consideration and presented written documentation from the Mayor or City Administrator requesting consideration for hire. Please see attachment from "Rule of the Civil Service Commission, adopted April 12, 2010, Ordinance #35-2010 that will explain the hiring process for PROMOTION WITHOUT COMPETITION.

The CSC is attempting to make a record of correction with this matter.

Thank you.

cc: Ann Campbell, Admin Assistant
CSC Members (3)
CSC File



NORTON

Mayor Mike Zita

City of Norton

4060 Columbia Woods Drive

Norton, Ohio 44203

Administration (330) 825-7815 * Finance (330) 825-4511
FAX (330) 825-3104 * Website: www.cityofnorton.org

April 30, 2013

RE: Ernie Reynolds

Mayor:

As you are aware, Ernie is taking his state retirement effective May 1, 2013 under the understanding that he will return to the City of Norton on July 1, 2013 as the Service Department Superintendent. Ernie is well qualified for this position having spent all of his adult life working in our Service Department, most recently as the Foreman of our crews. Ernie is and has a wealth of knowledge as to the operation of the department, locations of pipelines, equipment needs, union contract issues, computer programs, subcontractors, buying contracts, state bid requirement, etc. His agreeing to return to our City of Norton will fill the void created at the time of Ted's exit and will allow for a smooth transition within the department.

Please advise me that this is your understanding of your agreement to bring Ernie Reynolds back after his mandatory 60 days of separation. In addition, it is my understanding at the pay rate equal to that of Ted at the time of his leaving.

Richard Ryland
Administrative Officer



NORTON

Mayor Mike Zita

CITY OF NORTON

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COPY

April 18, 2013

PERSONNEL ORDER 13 – 10

TO: ALL PERSONNEL
FROM: Rick Ryland, Administrative Officer *RAR*
SUBJECT: RETIREMENT – Ernie Reynolds – Foreman – Service Dept

ORDER: Effective at close of business **April 30, 2013**, Service Department Foreman **Ernie Reynolds** will be retired from employment with the City of Norton.

Mr. Reynolds first recorded employment with the city began in the position of Building Custodian (Parks) on **September 22, 1980**, he was then promoted to the Street Department on November 1, 1980, placed in the classification of Laborer I on June 22, 1981, promoted to Operator I on January 3, 1984, promoted to Operator II on January 9, 1999, and was promoted to Foreman on July 29, 2006. The City of Norton is very appreciative of his dedicated service to the city and wishes him well in the future.

cc: Payroll
Affected Dept Head
Personnel Files
Files
Employee



NORTON

Mayor Mike Zita

CITY OF NORTON

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June 28, 2013

PERSONNEL ORDER 13-12

COPY

TO: ALL PERSONNEL
FROM: Rick Ryland, Administrative Officer 
SUBJECT: HIRING – Full-Time - Ernie Reynolds
Superintendent of Public Service

ORDER: Effective Monday, July 1, 2013, ERNIE REYNOLDS will assume the position of **FULL-TIME SUPERINTENDENT OF PUBLIC SERVICE** for the City of Norton Service Department. Mr. Reynolds reports directly to the Administrative Officer, Rick Ryland.

This position shall be exempt and salaried at \$51,973.80 annually. Mr. Reynolds shall carryover unpaid ~~sick leave~~ from his prior governmental service at the City of 506.93 hours. He shall also be given prior governmental service credit for his employment with the City from 09/22/1980 – 04/30/2013 when accruing for vacation leave and calculating longevity compensation. Mr. Reynolds shall be permitted to use vacation time during his first year in this position and shall be charged against his accrual.

Mr. Reynolds is eligible for health benefits beginning July 1, 2013.

cc: Payroll
Affected Dept Head
Personnel Files
Files
Employee

SUPERINTENDENT OF PUBLIC SERVICE**CLASSIFIED – EXEMPT**

The job of Superintendent of Public Service involves the planning and direction of work involving construction or repair of City streets, storm sewers, drain systems, municipal buildings, parks and cemeteries. The person in this position recommends policies, develops programs and work objectives, and resolves difficult administrative, personnel and technical problems. The work is performed under the general direction of the Administrative Officer and is reviewed for consistency with City policy and results obtained. The Superintendent is responsible for overseeing City-owned property, grounds, and Department of Public Service personnel and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES – The Superintendent plans, assigns, and supervises the work of equipment operators, truck drivers, semi-skilled and unskilled laborers engaged in construction, maintenance and repair projects assigned to the Street and Parks Departments; maintains time and work records; prepares reports as required; supervises office activities and is responsible for personnel actions and performance which come under his/her supervision; attends meetings and keeps necessary records; prepares budget requests for the Department; coordinates and monitors the City Streets Programs; maintains all traffic controls, including inventory; lays out and directs the painting of city streets and parking lots; prices, orders, and arranges for payment for all materials used in the function of this Department; handles complaints from the public concerning City street problems; possesses communication skills and the ability to discern the individual problems of the public in general, and be attentive to their needs in a timely fashion; performs other related work as required and may be required to perform unspecified work as deemed necessary and proper by the Administrative Officer.

WORK ENVIRONMENT – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions; frequently exposed to moving mechanical parts and vibration; occasionally exposed to wet and/or humid conditions; high, precarious places; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually loud.

REQUIREMENTS – The Superintendent must possess a Bachelor's degree, with Engineering or Construction majors preferred. A comparable amount of training and experience may be substituted for the minimum education requirements. The Superintendent must also have a working knowledge of engineering and construction practices and safety procedures for various types of City equipment and their operation. This classification requires the use of a personal or City vehicle while conducting City business. Individuals must be physically capable of operating the vehicle in a safe manner and must possess and maintain a valid Ohio Commercial Driver's License (Class B) and an acceptable driving record. Performs work requiring good physical condition.

The Superintendent is an exempt salaried employee and must be able to work flexible hours to accommodate City needs. This employee exercises discretion and independent judgment in the course of his/her job performance.

The probationary period is six months for a newly hired Superintendent. If not possessed prior to appointment, the Commercial Driver's License must be obtained within the probationary period. Physical, polygraph, psychological and other examinations may be required prior to appointment.

City of Norton

Rules of the Civil Service Commission

Adopted April 12, 2010

Effective Date: April 12, 2010

Ordinance # 35-2010

RULE 9 PROMOTIONAL EXAMINATION PROCEDURES

9-01. PROMOTIONS

Whenever there is a vacancy in a position having a classification above the lowest classification in the series, the Commission shall determine the method for filling the position. The cooperation of the department heads may be sought in making this decision. To the extent practicable, all promotions shall be made on the basis of a written competitive exam together with an evaluation using the assessment center method and/or interview by the Mayor or department head.

9-02. REQUEST FOR EXAMINATION

The department head will complete an Employment Processing Form and submit it to the Commission along with a current Position Description.

9-03. NOTICE OF EXAMINATION

Notice of competitive closed promotional examinations shall be given by posting the notice in conspicuous places in the departments whose employees may be interested or by individual communications to the employees eligible for such promotion.

Such notice shall be given not less than two (2) weeks prior to the last day on which applications will be accepted for the examination.

9-04. PREPARATION FOR EXAMINATIONS

The posting process for promotional exams shall include a study period of at least thirty (30) days. The length of the study period may vary by promotional exam, although it shall not be less than 30 days. During the study period, the study materials shall be specified and made available to the candidates for their independent review.

9-05. PROMOTION WITHOUT COMPETITION

If a vacancy exists in a promotional position, but it is determined by the Commission that it is not feasible to conduct an exam, the Commission may authorize the Mayor or City Administrator to promote an eligible employee for promotion without competition. Such promotion without competition shall be substantiated by written documentation from the Mayor or City Administrator showing that the duties performed by the person nominated have been in actual preparation for the higher position, and that such person is entitled to promotion by reason of effective performance and appropriate qualifications.

9-06. ELIGIBILITY FOR PROMOTIONAL EXAMINATIONS

Promotional exams shall be limited to persons whose experience, education, knowledge, skills and abilities, meet the minimum qualifications as set forth in the promotional examination announcement.

- A. Candidates for promotional examinations are required to have a satisfactory performance evaluation average for the rating period immediately preceding the examination.