



**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:** December 29<sup>th</sup>, 2014  
**Re:** Approved, signed Civil Service Commission minutes for meeting held  
on November 19<sup>th</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 November 19<sup>th</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**

**November 19<sup>th</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 2:38 p.m.

**Roll Call:** Angela Beck  
Judith Dynia  
Peggy Dobbins  
**Absent:** None  
**Invitee:** Chief Mike Schultz, NFD Chief

**OLD BUSINESS:**

**NEW BUSINESS:**

- The CSC was informed that John Dalessandro, the city's new Police Chief will be sworn in today at 4:00 p.m. The commission is welcome to attend. The ceremony will be held in Council's Chambers at the Administrative Building.
- Personnel Order # 13-12, which is the hiring paperwork for FT position Ernie Reynolds (Superintendent of Public Service), was presented for review. The order states that this position is exempt. According to General Order 05-02, this position is a classified/exempt position. It is suggested that this Personnel Order be amended to read "classified/exempt.

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

Motion Passed 3-0

- CSC Chair, Angela Beck requested to receive a copy of this amendment once it is in place.
- Next on the agenda is the certification of the NPD Sergeant Test results. The CSC members reviewed the test results and certified the list to be released to Administration and NPD Chief Dalessandro.

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

Motion Passed 3-0

- The next item of discussion was the NFD Lieutenant and Assistant Fire Chief Job Descriptions. In the present General Order 05-02, the Lieutenant position is listed as part-time. NFD Chief Schultz is requesting to change this to full time. The Assistant Fire Chief Job Description mirrors the Chief's position.

- Chief Schultz submitted an Assistant Chief Job Description to Administration for review. and for the Assistant Fire Chief to be included in the General Order 05-02, Job Descriptions.
- NFD Chief Schultz spoke at today's meeting. It was explained that the plan is to test for full time positions internally. Adding these positions will give NFD more consistent staffing around the clock.
- The CSC wants to review their options to confirm the candidate for Assistant Chief is a good fit for the job.
- Judith Dynia asked if there was going to be testing for the Lieutenant position. Chief Schultz explained that the plan is that there will be 24 hour shifts and there will be 3 full time positions on each shift. The Lieutenant Positions will be determined after the first year. Each person shall have 4 months on the position to see how they perform as an officer.
- Angela Beck asked if the 8 full time positions would include the current full time position. Chief Schultz explained that the hope is to have a total of 12 full time positions. Currently there are 4 full time positions. We are currently short staffed. Our call volume, compared to last year, is almost at a 14.5% increase.
- Peggy Dobbins asked if the current NFD structure is unique. Chief stated that Norton is definitely unique in this situation.
- Chief Schultz said it would be nice to show the people what we have saved, just by changing our structure.
- Chief Schultz asked if they had reviewed the job descriptions. Valerie Carr emailed the CSC with her approval of the job descriptions. The CSC members agreed with the new/updated job descriptions and voted as follows:

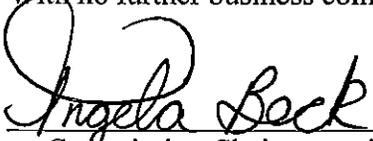
Roll Call: Yeas: Angela Beck  
Judith Dynia  
Peggy Dobbins  
Nays: None

Motion Passed 3-0

- Angel Beck requested that secretary Janice Back start a binder with notes that shows "work in progress" to include the approved / updated job descriptions. This will keep the CSC on track as they move through all classified job descriptions and job analysis paperwork beginning in 2015.

**CONSIDERATION OF THE MINUTES:**

- The minutes from 9/29/14, 10/08/14, and 11/05/14 were presented for signatures. All minutes were signed at today's meeting.
- With no further business coming before the Commission, the meeting was adjourned at 3:22 p.m.

•  \_\_\_\_\_  \_\_\_\_\_  
Commission Chairperson/Member      Commission Vice-Chairperson / Member

Date Approved: \_\_\_\_\_



**NORTON**

Mayor Mike Zita

# CITY OF NORTON

4060 Columbia Woods Drive  
Norton, Ohio 44203

Offices: 330-825-7815 Fax: 330-825-3104  
Website: [www.cityofnorton.org](http://www.cityofnorton.org)

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November 21, 2014

## **PERSONNEL ORDER 14-32**

**TO:** PERSONNEL, PAYROLL, DEPARTMENT HEAD (*of affected Department*)  
and LISTED EMPLOYEE(S)

**FROM:** Valerie Wax Carr, Administrative Officer *NWC*

**SUBJECT:** PROMOTION TO FULL-TIME POLICE CHIEF - JOHN DALESSANDRO

**ORDER:** Effective Saturday, November 22, 2014, JOHN A. DALESSANDRO shall begin receiving the full pay and benefits as the full-time Police Division Chief for the Norton Police Department.

As the Chief of Police, he reports directly to the Director of Public Safety. Chief Dalessandro will be paid as stated in Ord. 93-2008 at a rate of \$38.96 per hour and is a classified exempt employee. Chief Dalessandro was officially sworn into his position by Mayor Mike Zita on Wednesday, November 19, 2014.

cc: Listed Employees' Personnel File  
Master Personnel Order File  
CSC Members/file



Mayor Mike Zita

# CITY OF NORTON

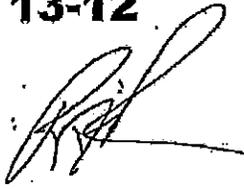
4060 Columbia Woods Drive  
Norton, Ohio 44203

Offices: 330-825-7815 Fax: 330-825-3104  
Website: www.cityofnorton.org

June 28, 2013

**COPY**

## PERSONNEL ORDER 13-12

**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

*This should be corrected to read "classified/exempt" please see next page for clarification.*



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June 28, 2013

## **PERSONNEL ORDER 13-12**

**CORRECTED** 11/25/14

**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 is a classified-exempt position** 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  
CSC/file

**COPY****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

## MEMO

**To:** Civil Service Commission Members

**From:** Valerie Wax Carr, Administrative Officer *WVC*

**Date:** November 18, 2014

**Re:** Fire Department Restructuring

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The City Administration has recently proposed a restructuring of the Fire Department staffing to City Council for their consideration during the budget proceedings. We have received favorable feedback on the plan. In the plan a Full-time Assistant Fire Chief and a Full-time Lieutenant is proposed. If the City Council approves the budget we will be proceeding with the Fire Department restructuring as of the first of the year.

In anticipation of such, one of the first steps will be to establish these jobs. We thought it was important to get these job descriptions to you so that you have time for your review and approval. Enclosed please find the job descriptions on file for each position.

/amc

cc: Mayor Zita  
Chief Schultz

## FIRE LIEUTENANT – FT

## CLASSIFIED - UNION

A **full-time** Fire Lieutenant supervises the administration and operation of emergency response apparatus and staff. Protects life and property through emergency incident intervention and provides basic and advanced life support emergency medical service. Conducts unlimited community service activities including education, commercial inspection and code enforcement. Ensures readiness through facility, apparatus, equipment, personal maintenance, compliance with operational guidelines, safety standards and practices. Manages assigned staff functions and special projects. A **full-time** Fire Lieutenant works under the general direction of a Captain, Assistant Fire Chief and the Fire Chief, and is in command at the scene of a fire until a superior Officer arrives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** – In addition to the duties of a Fire Fighter, the **full-time** Fire Lieutenant protects life and property through emergency incident responses by performing firefighting, hazardous materials and rescue incident scene activities, emergency medical care, patient transportation, supervising and evaluating emergency operations, making immediate critical command level decisions affecting incident response and incident mitigation, ensuring compliance with safety standards, and acting as shift commander in absence of Chief; performs administrative functions by completing patient encounter forms and hospital related reporting, reviewing incident response data entry, completing various maintenance logs and maintenance request forms, evaluating employees performance, planning, organizing, scheduling and monitoring daily activities, and various administrative duties; performs community services by presenting community education programs, providing emergency service standby and public relation services, conducting commercial fire safety inspections, and providing non-emergency services including vehicle lockouts and smoke detector checks; performs facility apparatus, equipment and personal maintenance by participating in health/wellness and physical conditioning programs, supervising routine vehicle inspections and minor vehicle maintenance, cleaning and maintaining station and grounds, and performing routine maintenance and inspections of a variety of emergency service equipment; maintains emergency services skill level by participating in regularly scheduled skills- based training exercises, participating in a variety of continuing education programs, and reviewing current emergency service professional journals and technical literature; utilizes individual technical skills to support departmental functions by administering assigned staff functions which may include facilities, fleet/equipment, public information, special operations, reserve program, special events or community relations, and completing special projects as necessary or as assigned; responsibility for the maintenance of Fire Station equipment and the Fire Station as ordered by the Fire Captain in charge of the Fire Station and equipment; and the work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work. Performs other projects/tasks as assigned and may be required to perform unspecified work as deemed necessary and proper by the Fire Chief.

The **full-time** Fire Lieutenant may perform many of the tasks of a Fire fighter, or be assigned to fire prevention and fire code enforcement activities. When assigned to fire prevention and code enforcement activities, the **full-time** Fire Lieutenant reports to a Captain, Assistant Chief or the Chief.

**REQUIREMENTS** – State Certification as required. 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, including during emergency operation and response, and must possess a valid, appropriate driver's license and an acceptable driving record. Performs work requiring good physical condition. A promotional appointment shall be for a probationary period of six (6) months.

## Assistant Fire Chief

CLASSIFIED – EXEMPT

The Assistant Fire Chief reports directly to the Chief. It shall be the duty of the Assistant Fire Chief to assist the Fire Chief in the performance of his or her duties and to execute the order of the Chief in the regard to maintenance of the apparatus and equipment and during fire call's. It shall be his or her further duty to become Acting Chief in the event of absence or disability of the Chief, with the same powers and authorities as the Chief could exercise if present. He or she will have such other and further duties and responsibilities as may be provided by law.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** –In addition to the duties of a Fire Fighter, the responsibilities and essential duties performed by the Assistant Fire Chief involves a wide range of managerial functions, commanding the operations of the Fire Division, which includes the Fire and Emergency Medical Services Division. Operations of the Division include fire suppression, fire prevention, emergency medical care and all other activities necessary to fulfill the mission of the Division. The Assistant Fire Chief supervises all subordinate personnel within the Division. The Assistant Fire Chief position requires managerial ability and skills in dealing effectively with Personnel under his/her command. Administrative duties include recommendation for purchases of supplies and equipment, preparation of annual budget estimates and efficient use of personnel and equipment in carrying out fire fighting activities. Duties also involve consulting with the Administrative Officer and the Chief in determining over-all plans and policies to be followed in conducting fire operations. Work performance is reviewed through conferences and reports. The Assistant Fire Chief performs other related or unspecified work as required by the Fire Chief.

**PHYSICAL REQUIREMENTS** – The Assistant Fire Chief must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. The Assistant Fire Chief may respond to an emergency situation in which walking, running, climbing, reaching, bending, lifting, pushing and pulling 100 lbs. or more is required and must possess the ability to respond quickly. The noise level in this environment is usually quiet, but may be loud in rescue situations.

**REQUIREMENTS** – The Assistant Fire Chief must possess a Bachelor's degree in Fire Science, Business Administration, Public Administration or a related field, or be a four-year graduate from the National Fire Academy and/or Executive Fire Officer Program. The Assistant Fire Chief must possess extensive experience in a supervisory and administrative position in all phases of Fire Operations. The Assistant Fire Chief must meet and maintain State of Ohio minimum standards. A comparable amount of supervisory or management training, education and/or experience may be substituted for the minimum qualifications. The Assistant Fire Chief must be a State Certified Firefighter, paramedic, with EVOC, CPR or ACLS, HAZMAT, and with First Responder instructional techniques and training for fire officers. The Assistant Fire Chief must possess extensive knowledge of the fire codes and fire prevention. The Assistant Fire Chief 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 Assistant Fire Chief must be able to use a personal or City vehicle while conducting City business. Individuals must be physically capable of operating the vehicle in a safe manner, including during emergency operation and response, and must possess a valid, appropriate driver's license and an acceptable driving record. Performs work requiring good physical condition. The probationary period is six months for a promotion to Assistant Fire Chief. Physical, polygraph, psychological and other examinations may be required prior to appointment.

**FIRE LIEUTENANT – PT****UNCLASSIFIED - UNION**

A **part-time** Fire Lieutenant supervises the administration and operation of emergency response apparatus and staff. Protects life and property through emergency incident intervention and provides basic and advanced life support emergency medical service. Conducts unlimited community service activities including education, commercial inspection and code enforcement. Ensures readiness through facility, apparatus, equipment, personal maintenance, compliance with operational guidelines, safety standards and practices. Manages assigned staff functions and special projects. A **part-time** Fire Lieutenant works under the general direction of a Captain and the Fire Chief, and is in command at the scene of a fire until a superior Officer arrives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** – In addition to the duties of a Fire Fighter, the **part-time** Fire Lieutenant protects life and property through emergency incident responses by performing firefighting, hazardous materials and rescue incident scene activities, emergency medical care, patient transportation, supervising and evaluating emergency operations, making immediate critical command level decisions affecting incident response and incident mitigation, ensuring compliance with safety standards, and acting as shift commander in absence of Chief; performs administrative functions by completing patient encounter forms and hospital related reporting; reviewing incident response data entry, completing various maintenance logs and maintenance request forms, evaluating employees performance, planning, organizing, scheduling and monitoring daily activities, and various administrative duties; performs community services by presenting community education programs, providing emergency service standby and public relation services, conducting commercial fire safety inspections, and providing non-emergency services including vehicle lockouts and smoke detector checks; performs facility apparatus, equipment and personal maintenance by participating in health/wellness and physical conditioning programs, supervising routine vehicle inspections and minor vehicle maintenance, cleaning and maintaining station and grounds, and performing routine maintenance and inspections of a variety of emergency service equipment; maintains emergency services skill level by participating in regularly scheduled skills- based training exercises, participating in a variety of continuing education programs, and reviewing current emergency service professional journals and technical literature; utilizes individual technical skills to support departmental functions by administering assigned staff functions which may include facilities, fleet/equipment, public information, special operations, reserve program, special events or community relations, and completing special projects as necessary or as assigned; responsibility for the maintenance of Fire Station equipment and the Fire Station as ordered by the Fire Captain in charge of the Fire Station and equipment; and the work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work. Performs other projects/tasks as assigned and may be required to perform unspecified work as deemed necessary and proper by the Fire Chief.

The **part-time** Fire Lieutenant may perform many of the tasks of a Fire fighter, or be assigned to fire prevention and fire code enforcement activities. When assigned to fire prevention and code enforcement activities, the **part-time** Fire Lieutenant reports to a Captain or the Chief.

**REQUIREMENTS** – State Certification as required. 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, including during emergency operation and response, and must possess a valid, appropriate driver's license and an acceptable driving record. Performs work requiring good physical condition. A promotional appointment shall be for a probationary period of six (6) months.

**FIRE CHIEF****CLASSIFIED – EXEMPT**

The Fire Chief is responsible for the efficient operation of the fire department through planning, organizing and directing its activities and performs highly-responsible supervisory and administrative work. Supervision is exercised directly or through subordinate supervisors over all employees of the department. The Fire Chief works under the general direction of the Administrative Officer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** –In addition to the duties of a Fire Fighter, the responsibilities and essential duties performed by the Fire Chief involves a wide range of managerial functions, commanding the operations of the Fire Division, which includes the Fire and Emergency Medical Services Division. Operations of the Division include fire suppression, fire prevention, emergency medical care and all other activities necessary to fulfill the mission of the Division. The Fire Chief supervises all subordinate personnel within the Division. The Fire Chief position requires managerial ability and skills in dealing effectively with Personnel under his/her command. Administrative duties include recommendation for purchases of supplies and equipment, preparation of annual budget estimates and efficient use of personnel and equipment in carrying out fire fighting activities. Duties also involve consulting with the Administrative Officer and elected officials in determining over-all plans and policies to be followed in conducting fire operations. Work performance is reviewed through conferences and reports. The Fire Chief performs other related or unspecified work as required by the Administrative Officer.

**PHYSICAL REQUIREMENTS** – The Fire Chief must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. The Fire Chief may respond to an emergency situation in which walking, running, climbing, reaching, bending, lifting, pushing and pulling 100 lbs. or more is required and must possess the ability to respond quickly. The noise level in this environment is usually quiet, but may be loud in rescue situations.

**REQUIREMENTS** – The Fire Chief must possess a Bachelor's degree in Fire Science, Business Administration, Public Administration or a related field, or be a four-year graduate from the National Fire Academy and/or Executive Fire Officer Program. The Fire Chief must possess extensive experience in a supervisory and administrative position in all phases of Fire Operations. The Fire Chief must meet and maintain State of Ohio minimum standards. A comparable amount of supervisory or management training, education and/or experience may be substituted for the minimum qualifications. The Fire Chief must be a State Certified Firefighter, EMT or paramedic, with EVOC, CPR or ACLS, HAZMAT, and with First Responder instructional techniques and training for fire officers. The Fire Chief must possess extensive knowledge of the fire codes and fire prevention. The Fire Chief 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 Fire Chief must be able to use a personal or City vehicle while conducting City business. Individuals must be physically capable of operating the vehicle in a safe manner, including during emergency operation and response, and must possess a valid, appropriate driver's license and an acceptable driving record. Performs work requiring good physical condition. The probationary period is six months for a promotion to Fire Chief. Physical, polygraph, psychological and other examinations may be required prior to appointment.