



**The City of Norton**  
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**To:** Civil Service Commission (3) emailed  
**From:** Janice Back, Civil Service Commission Secretary  
**Date:** February 20<sup>th</sup>, 2015  
**Re:** Approved, signed Civil Service Commission minutes for meeting held  
on January 21<sup>st</sup>, 2015

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Attached you will find a copy of the approved, signed minutes from the Civil Service Commission meeting held on January 21<sup>st</sup>, 2015.

Please note the original, approved, signed minutes are hereby forwarded and on file with the Clerk of Council.

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original on file: Karla Richards, Clerk of Council  
hard copy cc: Ann Campbell/Admin. 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**  
**January 21<sup>st</sup>, 2015**

*The Norton Civil Service Commission convened for a meeting in the  
NFD Administrative Secretary's Office*

Vice Chair person, Judith Dynia called the meeting to order at 2:41 p.m.

**Roll Call:** Judith Dynia  
Peggy Dobbins  
**Absent:** Angela Beck

**Payroll Certification**

- The CSC performed Certification of Payroll for the last quarter of 2014. Once everything was in order, payroll was approved.

**OLD BUSINESS:**

- The CSC was updated on the progress of the clerical job descriptions. Secretary Janice Back said that she talked to Administrator Valerie Carr. Mrs. Carr stated that she has restructuring issues for the Building/Zoning Dept. that must be addressed first and the clerical job analysis forms for the clerical positions in the Finance Dept. have not been completed yet.
- Angela Beck had requested late in 2014 to see the updated NFD job descriptions after they are officially in place. Valerie Carr sent word that these descriptions should be in place after the next Personnel/Rules Committee meeting.
- The CSC was also updated on the hiring status in the NPD. They have hired 2 full-time police officers from the eligibility list. One candidate is currently in the process of physical and psychological testing.

**NEW BUSINESS:**

- The NFD FFII/Medic posting was presented to the CSC for their review (attached). NFD Chief Schultz is hoping to have packets ready this week as long as the CSC approves the posting. The ordinances that are in the posting have been reviewed and updated. The CSC members asked for the term "256 FFII/Medic" to be explained. Janice Back explained that these are certifications and that they are courses taken that they are tested on to achieve these titles. The conditions of employment were discussed and understood. Training and education was also reviewed.

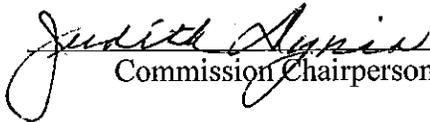
Roll Call: Yeas: Judith Dynia  
Peggy Dobbins  
Nays: None

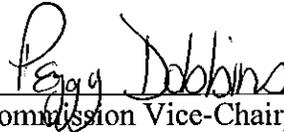
Motion Passed 3-0

- The CSC requested that all candidates fill out a new city application. They felt as though that many candidates may have dated applications and that a fresh application should be filled out. The CS test is scheduled for Saturday, February 21<sup>st</sup>. Judith Dynia requested that a CSC member be present for interviews that will be scheduled after the initial testing.

**CONSIDERATION OF THE MINUTES:**

- The minutes from 12/17/15 were presented for signatures. The minutes were approved and signed.
- With no further business coming before the Commission, the meeting was adjourned at 3:28 p.m.

  
Commission Chairperson/Member

  
Commission Vice-Chairperson / Member

Date Approved: 2/18/15

*Norton Civil Service Commission Preliminary Minutes (page 2 of 2)  
AB/JD/PD February, 2015*