



The City of Norton
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COPY

To: Civil Service Commission (3) emailed
From: Janice Back, Civil Service Commission Secretary
Date: September 16th, 2015
Re: Approved, signed Civil Service Commission minutes for meeting held on
August 26th, 2015

FILE

Attached you will find a copy of the approved, signed minutes from the Civil Service Commission meeting held on August 26th, 2015.

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
Posting/Stenographer/CSC file

emailed cc: CSC Members (3)
Mike Zita, Mayor
Valerie Carr, Administrative Officer
Justin Markey, Esq.-Director of Law
Ann Campbell, Administrative Assistant
Council Members (7):

City of Norton
CIVIL SERVICE COMMISSION

August 26, 2015

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

Chair person, Angela Beck called the meeting to order at 2:27 p.m.

Roll Call: Judith Dynia
Peggy Dobbins
Angela Beck
Absent: None
Invitee: Ron Messner

OLD BUSINESS:

- The CSC members were presented with answers to their questions to the two questions they had on the NFD FT Lieutenant posting. It was explained that the points for seniority follows the rules set forth in the ORC (124.42). Judy Dynia had a question about the physical testing that is mentioned in the posting. It was explained that most of the applicants have already had physicals as recently as June, 2015 and that it will be determined at the time of appointment whether the time limit will be expired, requiring a new set of physical tests.

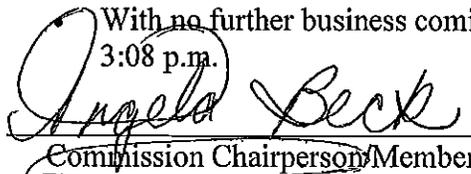
NEW BUSINESS:

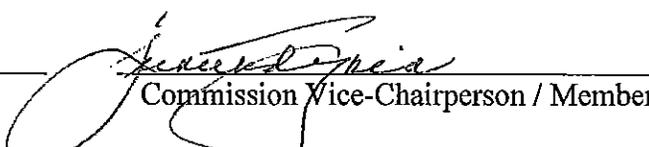
- Finance Director, Ron Messner presented 2 job descriptions for Account Clerk and Account Payroll positions. He explained that the 2 descriptions retitled and reframed for a better presentation and description of these positions. The CSC chose to take time to read these updated descriptions before a final approval. Any questions and a request for approval will be addressed at the next meeting.
- The members are asking for the clerical job descriptions to be ready for review before AFSCME 8 Clerical union negotiations begin.
- Angela Beck said that she would like to see the rest of the clerical job descriptions by next week.
- Judy Dynia said that she too would like to see the clerical job descriptions for approval before negotiations begin. Peggy Dobbins agreed.

CONSIDERATION OF THE MINUTES:

- There were no minutes prepared for signatures at this time.

With no further business coming before the Commission, the meeting was adjourned at 3:08 p.m.


Commission Chairperson/Member


Commission Vice-Chairperson / Member

Date Approved: _____