



**CIVIL SERVICE COMMISSION  
WEDNESDAY, APRIL 19, 2023**

The Civil Service Commission meeting was convened on Wednesday, April 19, 2023 at 2:30 p.m. by Joseph Conte, Chair.

Roll Call: Joseph Conte  
Angela Beck  
Mark Holderbaum

Also Present:  
Kerry Macomber, Acting Secretary  
Kristen Brett, Secretary  
Charlotte Whipkey, Council-at-Large

**APPROVAL OF MINUTES:** Mr. Conte moved to approve the minutes of March 15, 2023; seconded by Ms. Beck.

Roll Call: Yes: Conte, Beck, Holderbaum  
No: None

Motion passed unanimously.

**REPORTS** - None

**OLD BUSINESS**

Civil Services Rules – Ms. Conte noted that the Civil Service Commission (CSC) Rules updates have been received. Ms. Beck said she has questions regarding some of the changes made by Administration in the Rules and requested time to review. Specifically, Rule 8.02 reads the examinations shall be scheduled as determined by the CSC or the National Testing Network, which is an automated system that is now being used by the City of Norton. She wants to know how that will occur. Rule 8-06 reads the Commission shall cause the Clerk or the National Testing Network, as applicable to screen each application and make recommendations to the Commission for the rejection of any application. Ms. Beck asked how and when will that occur if it goes through the National Testing Network. Rule 8-21 reads Examination Results will be delivered to the Commission. Mr. Conte noted that once those are received, the Secretary will notify the Chair to schedule a meeting so the results can be certified. Rule 11-09 Lateral Transfers was added and the CSC requested more time to review. Ms. Macomber informed the Commission that the City Council has added the Civil Service Rules to the May 1, 2023 Committee Work Session Agenda. There was discussion about Rule 12-02 and it was agreed the language was okay. Ms. Beck commented that Rule 13 Performance Evaluations is still being reviewed but the City is completing them and the CSC just needs access to the files not copies of the evaluations. Mr. Conte moved to accept the updates to the Civil Service Commission Rules; seconded by Mr. Holderbaum.

Roll Call: Yes: Conte, Holderbaum, Beck  
No: None

Motion passed unanimously.

**NEW BUSINESS**

State Personnel Board of Review – Ms. Macomber noted the Civil Service Commission Annual Report of Activities for 2022 has been completed with information provided by Lisa Ritenauer, HR Specialist and distributed copies to the Commissioners. Ms. Macomber said this will be submitted to the State. They will continue working on the missing reports to bring the City into compliance. Mr. Conte moved to approve the SERB report; seconded by Ms. Beck.

Roll Call: Yes: Conte, Beck, Holderbaum  
No: None

Motion passed unanimously.

Position Descriptions – Ms. Beck shared the binder of position descriptions and requested that each Commissioner receive a binder with the current position descriptions and that this topic be added to the Commission’s next agenda. Ms. Brett will be responsible for reviewing the existing job descriptions with the Department Directors to ensure the listing of duties and responsibilities are current when hiring new employees. The Commissioners will be provided with an updated binder of all current roster of position descriptions by the end of the year. Ms. Beck requested that the Personnel Orders be included in the binder. Ms. Macomber informed the CSC that Personnel Orders are no longer being generated by Administration. Ms. Beck said it would be helpful as a communication piece to the CSC. Ms. Macomber agreed to relay that request to Mr. Turske.

**OTHER BUSINESS**

Ms. Whipkey asked the CSC if they had any information regarding the Human Resources Specialist, such as position description. Ms. Beck said it is not classified. Ms. Whipkey said she has asked questions on the CSC Rules. She asked about Rule 18 which outlines the right to engage in political activity for unclassified versus classified employees. Ms. Beck believed that would be a legal opinion. Ms. Whipkey said that she is expecting a response from the Law Director. Mr. Conte read the section and stated he felt it would be the same restriction for unclassified as classified. Ms. Beck said this may be addressed in the City’s Personnel Handbook, but she has not seen it. Ms. Whipkey stated Rule 18 Paragraph C reads employees in the unclassified services are not prohibited from engaging in political activity.

**TOPICS FOR NEXT WORK SESSION – Position Description Binders**

**ADJOURN**

Ms. Beck said that she is out of town on the third Wednesday. It was agreed to meet on the fourth Wednesday, May 24, 2023 at 2:30 p.m. There being no other business to come before the Civil Service Commission, the meeting was adjourned at 2:52 PM.

Respectfully submitted,

Approved:

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Kerry Macomber,  
Acting Secretary

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Joseph Conte,                      Date  
Chair

\*\*Note: these minutes are not verbatim\*\*