



**CIVIL SERVICE COMMISSION
WEDNESDAY, MARCH 15, 2023**

The Civil Service Commission meeting was convened on Wednesday, March 15, 2023 at 2:30 p.m. by Joseph Conte, Chair.

Roll Call: Joseph Conte
Angela Beck
Mark Holderbaum

Also Present:
Mayor Mike Zita
Phil Turske, Administrative Officer
Kerry Macomber, Acting Secretary

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

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

Motion passed unanimously.

REPORTS

Civil Service Secretary – Ms. Macomber reported that Administration has hired a new Administrative Assistant who will begin on Monday, March 27, 2023, as a full-time employee.

OLD BUSINESS

Payroll Certification – Mr. Conte noted that employee addresses are not required for payroll certification; only employee names and their pay rate.

NEW BUSINESS

Full-time Police Officer Eligibility List and Testing Procedure – Ms. Beck requested that after the testing is complete, Administration forward the results directly to the Civil Service Commission. A meeting will be scheduled to create a certified list.

Position Descriptions – Ms. Beck acknowledged receipt of the job descriptions and requested that the review of the job descriptions be added to the Commission's next agenda.

Performance Evaluations – Mr. Conte acknowledged that the City has a Performance Evaluation Process in place. Ms. Beck complimented the STAR Feedback method: Situation/Task; Action; Result.

Access to Personnel Files – Mr. Conte noted that the Commission does not require access to Personnel Files. Ms. Beck suggested that it may be necessary if an area of concern is brought to the Commission or when addressing an employee complaint. All members concurred.

OTHER BUSINESS

State Personnel Board of Review – Ms. Macomber noted that an Order was received regarding Case No. 2022-INV-09-0128, which has been terminated now that the City of Norton Civil Service Commission is fully constituted.

Temporary Adjournment: Mr. Conte temporarily adjourned the Civil Service Commission meeting at 2:37 p.m. to hold the meeting with Mayor Zita and Phil Turske; Mr. Conte reconvened the Civil Service Commission meeting at 2:46 p.m. by recapping the earlier discussion for the Mayor and Mr. Turske.

FTE Police Officer – Mr. Turske explained that there were two applicants for the position. One did not complete the forms; the other is in the interviewing phase. He has suggested a type of lateral transfer whereby they would recruit officers from other departments. He will be meeting with the Ohio Policeman Benevolent Association on Wednesday, April 12, 2023, to review. They will then come back to the Civil Service Commission with the appropriate language. Mr. Conte said once the testing is complete they will certify the list. Ms. Beck asked about the forms of advertisement for the position. Mr. Turske remarked that they used a National Testing Service, so the position opportunity would have been widely distributed throughout that network. Further, it was posted on the City of Norton website. Mr. Conte recognized that Norton is competing with larger cities offering better wages.

Civil Service Commission Rules – Mr. Turske said that once the lateral transfer language is approved, it will be provided to the Civil Service Commission for review and approval. Once the Commission approves, it will be forwarded to Norton City Council for final adoption.

TOPICS FOR NEXT WORK SESSION

- Annual State Personnel Board of Review (SERB) reports: 2017-2022;
- Review Job Descriptions and Update;
- Orientation for new Civil Service Commission Secretary.


ADJOURN

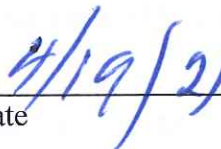
There being no other business to come before the Civil Service Commission, the meeting was adjourned at 2:52 PM.

Respectfully submitted,


Kerry Macomber, Acting Secretary

Approved:


Joseph Conte, Chair


Date

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