

CIVIL SERVICE MEETING  
SEPT. 20, 2013 3:00 P.M. COUNCIL CHAMBERS

Present: Tom Majeski, Tom Kicher, Carolyn Patton and Mayor Weger

Meeting commenced at 3:10 p.m.

Tom Majeski gave background info on entrance tests for candidates/suggested exit strategies.

Section 3.6 – CSC asked to reclassify Fire Dept. positions to : 1 Captain, 3 Shift Lieutenants (Paramedic/Firefighter)

Job Descriptions: Discrepancy exists in the descriptions – must be a chain of command. Need to have Fire Chief clarify duties of each position to eliminate conflict and confusion.

Retirement Age – amend to comply with Ohio Civil Service regulations – at age 60, need to pass agility and/or physical (or both).

Issues of role of CSC:

CSC involved in hiring process of both part-time and full-time positions vs. CSC just monitoring candidates for full-time positions.

CSC is the “quality control” of hiring practices. CSC monitors the hiring.

Agreed to by all (consensus agreed to Mayor and Civil Service Commission):  
CHECKING CREDENTIALS AND INTERVIEW MONITORING

\*Job Descriptions:

Need input from Fire Chief for this information. Tom Majeski suggested an Organizational Chart to clarify the “chain of command” for Fire Department and Police Department.

- = to Do - set dates to work, post meeting

Tom Kicher made a motion to move to prepare to give a Civil Service Exam to oversee part-time hiring to occur after January 2014 and posting needed. Majority agreed.

Section 4.4 (D): Age of Applicants – see draft copy entered by Tom Majeski for noted section adjusting ages and Tom Kicher’s suggestion to amend 4.4A Police minimum age (adjustments made), appointment, etc.

Tom Majeski will work on job descriptions with Mayor Weger.

Tom Majeski will call next meeting.

Meeting adjourned 5:30 p.m.

Respectfully submitted:

Carolyn Vilar Patton, Secretary