

CANTON CIVIL SERVICE COMMISSION

REGULAR MEETING

WEDNESDAY, FEBRUARY 16, 2022 – 8:00 A.M.

CANTON CITY HALL JURY ASSEMBLY ROOM, FIRST FLOOR

The meeting was called to order at 8:10 a.m. by Sliman. The following individuals were present:

COMMISSION: Chip Conde
 Edmond Mack

STAFF: Samuel Sliman
 Rachel Forchione
 Anna Moeglin

OTHERS: Kevin L’Hommedieu, Assistant Law Director
 James Adams, Health Commissioner
 Andrea Perry, Safety Director
 John Highman, Service Director
 Terri Dzienis, Health Department

ROLL CALL

CONDE - PRESENT

LEE - ABSENT

MACK – PRESENT

APPROVAL OF MINUTES

1. Approval of the minutes for the 1-20-22 Commission Meeting

Mack made a motion to approve the minutes. Conde seconded the motion.

The motion passed with the following vote:

CONDE – YES

MACK - YES

REGULAR BUSINESS - CONSENT AGENDA

Next item of business was the Consent Agenda, which included the following items:

2. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator III for the Street Department on January 31, 2022
3. Notification of the administrative establishment of the open eligibility list for the position of Treatment Operator 3 for the Water Reclamation Facility on January 31, 2022
4. Notification of the administrative establishment of the open eligibility list for the position of Community Health Educator for the Health Department on February 3, 2022
5. Notification of the administrative establishment of the open eligibility list for the position of Telecommunicator for the Communications Department on February 3, 2022
6. Temporary Appointments

Conde made a motion to accept the consent agenda. Mack seconded the motion.

The motion passed with the following vote:

CONDE – YES

MACK - YES

PUBLIC SPEAKS

No one signed up for Public Speaks.

NEW BUSINESS

7. Recognition of the revised job description for the position of Air Pollution Control Engineering Technician I for the Health Department

Forchione noted that agenda item #7 should not be included on the agenda as this position was not being considered for revision at this time. This was an error of inclusion on her part.

8. Recognition of the revised job description for the position of Air Pollution Control Engineering Technician II for the Health Department

9. Recognition of the revised job description for the position of Air Pollution Control Permitting & Compliance Supervisor for the Health Department
10. Recognition of the revised job description for the position of Air Pollution Control Director for the Health Department

Dzienis gave a brief overview of the proposed revisions to the job descriptions listed as agenda items #8-10. Most of the revisions were general updates to reflect current duties undertaken within the respective roles.

Conde made a motion to approve the revised job descriptions listed under agenda items' #8-10. Mack seconded the motion.

The motion passed with the following vote:

CONDE – YES

MACK - YES

11. Recognition of the revised job description for the position of Plumbing Inspector for the Code Enforcement Department

Director Perry gave a brief overview of the proposed revisions, which were to reduce certain qualifications and clarify others as the department was having a very difficult time finding someone to fill the position. Mack inquired about the current pay range, which Civil Service agreed to forward to him after the meeting.

Conde made a motion to approve the revised job description for Plumbing Inspector. Mack seconded the motion.

The motion passed with the following vote:

CONDE – YES

MACK - YES

12. Recognition of the revised job description for the position of Storekeeper 2 for the Water Department
13. Recognition of the revised job description for the position of Storekeeper 3 for the Water Department

Director Highman gave a brief overview of the proposed revisions, which were minor alterations to better distinguish between the two positions.

Conde made a motion to approve the revised job descriptions for Storekeeper 2 and Storekeeper 3. Mack seconded the motion.

The motion passed with the following vote:

CONDE – YES

MACK - YES

14. Update on recent marketing and recruitment initiatives, and upcoming examinations

Moeglin and Forchione briefly highlighted marketing and recruitment initiatives recently undertaken and/or were currently in process. They also touched upon some of the more significant examinations coming up in the next month, including the Police Chief’s exam and physical agility exam for police officer applicants.

MISCELLANEOUS BUSINESS

Commissioner Adams gave an update on a job description analysis and compensation study currently underway in the Health Department. He explained how the study, which is being conducted by a consultant, will analyze job descriptions and ranks, and recommend pay ranges to better reflect those. The study will also analyze the factors for merit-based increases. The entire study is anticipated to be completed by the end of May.

ADJOURNMENT

Conde made a motion to adjourn the meeting. Mack seconded the motion.

The motion passed with the following vote:

CONDE – YES

MACK - YES

The meeting adjourned at 8:41 a.m.