

**CANTON CIVIL SERVICE COMMISSION**

**REGULAR MEETING**

**WEDNESDAY, MARCH 16, 2022 – 8:00 A.M.**

**CANTON CITY COUNCIL CHAMBERS, FIRST FLOOR**

The meeting was called to order at 8:01 a.m. by Forchione. The following individuals were present:

COMMISSION:                   Chip Conde  
                                      Ralph Lee  
                                      Edmond Mack  
                                      Mariella Mestel

STAFF:                           Rachel Forchione  
                                      Anna Moeglin

OTHERS:                        James Adams, Health Commissioner  
                                      Andrea Perry, Safety Director  
                                      John Highman, Service Director  
                                      James DiMarzio, Collection Systems Department

**ROLL CALL**

CONDE - PRESENT

LEE - PRESENT

MACK – PRESENT

**APPROVAL OF MINUTES**

1.       Approval of the minutes for the 2-16-22 and 3-2-22 Commission Meetings

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

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

## **REGULAR BUSINESS - CONSENT AGENDA**

The 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 Clerical for the City of Canton on February 28, 2022
3. Notification of the administrative establishment of the open eligibility list for the position of Code Enforcement Administrator for the Code Enforcement Department on March 1, 2022
4. Notification of the administrative establishment of the closed eligibility list for the position of Assistant Supervisor of Distribution for the Water Department on March 3, 2022
5. Notification of the administrative establishment of the open eligibility list for the position of Police Officer for the Police Department on March 3, 2022
6. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator III for the Street Department March 4, 2022
7. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator II for the Street Department on March 7, 2022
8. Notification of the administrative establishment of the open eligibility list for the position of Telecommunicator for the Communications Department on March 7, 2022
9. Notification of the administrative establishment of the closed eligibility list for the position of Air Pollution Control Engineering Technician II for the Health Department on March 8, 2022
10. Notification of the administrative establishment of the closed eligibility list for the position of Air Pollution Control Permitting & Compliance Specialist for the Health Department on March 8, 2022
11. Notification of the administrative establishment of the open eligibility list for the position of Assistant Computer Technician for the IT Department on March 10, 2022
12. Notification of the administrative establishment of the closed eligibility list for the position of Police Chief for the Police Department on March 11, 2022
13. Temporary Appointments

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

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

### **PUBLIC SPEAKS**

No one signed up for Public Speaks.

### **NEW BUSINESS**

14. Recognition of the revised job description for the position of Utility Account Clerk for the Water Department

Highman explained that the revisions for this job description involved removing duties that are now undertaken by the impound lot attendant.

Conde made a motion to approve the revised job description for Utility Account Clerk. Mack seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

15. Recognition of the revised job description for the position of Chief Operator for the Water Reclamation Facility

Highman explained that the revisions for this job description involved modifying the licensing requirements to make the position more consistent with the positions above and below it.

Lee made a motion to approve the revised job description for Chief Operator. Conde seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

Agenda items #16-23 were grouped for purposes of review and discussion.

16. Recognition of the revised job description for the position of Computer Electronic Specialist for the Collection Systems Department
17. Recognition of the revised job description for the position of Senior Electronic Technician for the Collection Systems Department
18. Recognition of the revised job description for the position of Pipefitter 3 for the Collection Systems Department
19. Recognition of the revised job description for the position of Construction Supervisor for the Collection Systems Department
20. Recognition of the revised job description for the position of Utility Operator 3 for the Collection Systems Department
21. Recognition of the revised job description for the position of Crew Supervisor for the Collection Systems Department
22. Recognition of the revised job description for the position of Heavy-Duty Equipment Operator 4 for the Collection Systems Department
23. Recognition of the revised job description for the position of Storekeeper 3 for the Collection Systems Department

Highman explained that the same positions technically fall within multiple departments and therefore share the same eligibility lists. They would like to separate these descriptions for the Water Collection Systems Department to more narrowly tailor the job description in an attempt to attract more qualified candidates. Highman also noted that unlike AFSCME Local 3557 where there is departmental seniority for job bidding, this union (Local 2937) had union seniority, and therefore people can presently cross-bid with no departmental experience.

Conde made a motion to approve the revised job descriptions listed under agenda items #16-23. Mack seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

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

Moeglin discussed recent job advertising statistics and recruitment activities, including; a recent career readiness workshop at GlenOak, an upcoming career fair at GlenOak, a speaking

engagement at Wayne County Career Center, an upcoming career fair meeting with McKinley High School, and a Kent State University Career Fair and recruitment booth. Forchione added that we are also looking into having a recruitment booth at First Fridays again, and hopefully at the HOF Festival. Moeglin and Forchione also noted that the exam for Police Chief was completed on February 26<sup>th</sup> and applications were now being accepted for Police Captain, with a testing date in late March – early April.

**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 is anticipated to be completed in mid-May.

Lee inquired whether the Health Department would be including Civil Service in related pay scale discussions prior to its formal submittal to the Commission for consideration? Adams noted that yes, a draft of the pay scale and job descriptions would be shared with Civil Service for review ahead of time.

**ADJOURNMENT**

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

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

The meeting adjourned at 8:28 a.m.