



Civil Service Commission
Canton, Ohio

Regular Meeting Minutes

Time: 8:30 AM

Location: Canton City Hall, Council Chambers

Date: January 25, 2023

The meeting was called to order at 8:39 a.m. by Chairman Conde. The following individuals were present:

COMMISSION: Chip Conde
 Ralph Lee
 Edmond Mack

STAFF: Rachel Forchione
 Anna Moeglin

OTHERS: Kevin L’Hommedieu, Chief Counsel
 James Adams, Health Commissioner
 John Highman, Service Director

ROLL CALL

CONDE – PRESENT LEE – PRESENT MACK – ABSENT (arrived later)

COMMISSION ORGANIZATION

1. Election of Commission Chairperson

Lee made a motion to elect Conde to serve as the 2023 Chairperson. Conde seconded the motion. The motion passed with the following vote:

CONDE – YES LEE – YES

2. Election of Commission Vice-Chairperson

Conde made a motion to elect Lee to serve as the 2023 Vice-Chairperson. Lee seconded the motion. The motion passed with the following vote:

CONDE – YES LEE – YES

3. Appointment of 2023 Commission Secretary

Conde made a motion to appoint Kathleen Tatarsky as the 2023 Commission Secretary. Lee seconded the motion. The motion passed with the following vote:

CONDE – YES

LEE – YES

APPROVAL OF MINUTES

4. Approval of the minutes for the 12-21-22 Commission Meeting

Conde made a motion to approve the minutes. Lee seconded the motion. The motion passed with the following vote:

CONDE – YES

LEE – YES

REGULAR BUSINESS - CONSENT AGENDA

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

5. Notification of the administrative establishment of the open eligibility list for the position of Clerical for the City of Canton on December 19, 2022
6. Notification of the administrative establishment of the open eligibility list for the position of General Labor for the City of Canton on December 20, 2022
7. Notification of the administrative establishment of the open eligibility list for the position of Staff Nurse II for the Health Department on December 29, 2022
8. Notification of the administrative establishment of the open eligibility list for the position of Payroll Specialist for the Canton Board of Education on January 5, 2023
9. Notification of the administrative establishment of the open eligibility list for the position of EH Public Health Technician (PT) for the Health Department on January 10, 2023
10. Notification of the administrative establishment of the open eligibility list for the position of EH Public Health Technician (FT) for the Health Department on January 10, 2023
11. Notification of the administrative establishment of the open eligibility list for the position of Treatment Operator 3 for the Water Reclamation Facility on January 11, 2023
12. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 3 (not for Streets Dept) for the City of Canton on January 11, 2023

13. Notification of the administrative establishment of the open eligibility list for the position of Telecommunicator for the Police Department on January 12, 2023
14. Notification of the administrative establishment of the open eligibility list for the position of General Foreman for the Department of Motor Vehicles on January 13, 2023
15. 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

PUBLIC SPEAKS

No one in attendance for.

NEW BUSINESS

16. Recognition of the revised job description for the position of APC Engineering Technician I for the Health Department

Adams gave a brief overview of the requested revisions, noting that most of the changes were to reflect current duties and were more in keeping with other APC Engineering positions.

Lee made a motion to approve the revised job description as provided. Conde seconded the motion. The motion passed with the following vote:

CONDE – YES

LEE - YES

17. Recognition of the revised job description for the position of Bus Driver for the Canton City School District

Forchione went over the proposed revisions. The question came up about why “Civil Service Eligibility” was included in other job descriptions, but not this one. Forchione explained that the prior job description was prepared in 1999 when Bus Drivers were not under Civil Service. In 2004, Bus Drivers were grandfathered into Civil Service and have been classified as such since. Forchione noted that was the reason for the original description’s omission of “Civil Service Eligibility,” and as much of the description appears to be a carryover to this description, this was likely a clerical error.

Conde made a motion to approve the revised job description with the proviso that “Civil Service Eligibility” be added to the description. Lee seconded the motion. The motion passed with the following vote:

CONDE – YES

LEE - YES

18. Recognition of the revised job description for the position of Transportation Technician for the Canton City School District

Forchione went over the proposed revisions. The Commission discussed whether the CDL requirement being removed would be an issue, but as the description indicated this position was route-scheduling in nature and did not appear to require any heavy-duty vehicle driving, it was determined that change was acceptable

Conde made a motion to approve the revised job description as provided. Lee seconded the motion. The motion passed with the following vote:

CONDE – YES

LEE - YES

19. Recognition of the revised job title for the position of Civil Service Administrator for the Civil Service Department

Forchione gave an overview of the request that this position’s title be changed to Civil Service Director; the primary reasons being because the job duties were more directorial in nature, and the current salary for this position was more in line with other director positions in the City.

Lee made a motion to approve the revised job title as provided. Conde seconded the motion. The motion passed with the following vote:

CONDE – YES

LEE - YES

20. Recognition of the revised job description and title for the position of Civil Service Assistant Administrator for the Civil Service Department

Forchione gave an overview of the request that this position’s title be changed to Civil Service Assistant Director. With the change to the Director’s job title, this change would be in keeping with that. She also went over proposed revisions to the job description. The minimum years of experience were increased slightly, and a statement about the position’s need to work nights and weekends was also added.

Lee made a motion to approve the revised job description and title as provided. Conde seconded the motion. The motion passed with the following vote:

CONDE – YES

LEE – YES

Discussion then ensued about posting and testing for the position. It was determined that the position would be posted as an open exam for a three-week period. The examination process would begin with a 2-panel interview by the Civil Service Director and Chief Counselor, Kevin L’Hommedieu, who would score and rank the candidates. The Commission would then interview from the top ten candidates.

21. Recognition of the revised job description and title for the position of Civil Service Generalist for the Civil Service Department

Forchione gave an overview of the request that this position’s title be changed to Recruitment and Hiring Specialist as Generalist was a very vague title that does not adequately explain the job duties, which also makes it very difficult to advertise for the position. She also went over proposed revisions to the job description, which included adding a statement about the position’s need to work nights and weekends.

Lee made a motion to approve the revised job description as provided. Conde seconded the motion. The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

MISCELLANEOUS BUSINESS

22. Discussion on proposed Civil Service rule change for temporary promotions into fiduciary positions

(This conversation was moved up on the agenda, held after agenda item #18, so that audience members could leave to attend other meetings.) L’Hommedieu and Highman gave an overview of the purpose for this request. They noted that the current Rules do not allow for temporary promotions of classified employees into fiduciary positions, which is sometimes needed in emergency situations

Lee made a motion to approve the proposed rule change as provided. Conde seconded the motion. The motion passed with the following vote:

CONDE – YES

LEE - YES

23. Update on current marketing and recruitment initiatives

Moeglin gave an update on current statistics involving social media and hiring efforts. She also outlined several recruiting events that the department would be attending in the next month.

Forchione briefly noted that there are two upcoming promotional exams this year (Police Lieutenant and Fire Captain). A written exam will be conducted for both tests, and an assessment center is also being lined up for both tests.

ADJOURNMENT

Conde made a motion to adjourn the meeting. Mack seconded the motion.
The motion passed with the following vote:

CONDE – YES

MACK - YES

LEE – (had to leave early)

The meeting adjourned at 9:50 a.m.