



Civil Service Commission
Canton, Ohio

Regular Meeting Minutes

Time: 3:00 PM

Location: Canton Civil Service Conference Room

Date: June 21st, 2023

The meeting was called to order at 3:10 p.m. by Chairman Conde. The following individuals were present:

COMMISSION: Chip Conde
 Ralph Lee
 Edmond Mack
 Kathy Tatarsky

STAFF: Rachel Forchione
 Anna Moeglin
 Natalie Ruple

OTHERS: John Highman, Service Director
 James Adams, Health Commissioner
 James Benekos, City Engineer
 Chris Barnes, Chief Deputy City Engineer

ROLL CALL

CONDE – PRESENT

LEE – PRESENT

MACK – PRESENT

APPROVAL OF MINUTES

1. Approval of minutes for the 5-17-23 Commission Meeting

Conde made a motion to approve the minutes. Mack 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 Heavy Duty Automotive Mechanic for the Department of Motor Vehicles on May 15, 2023
3. Notification of the administrative establishment of the closed eligibility list for the position of Police Lieutenant for the Police Department on May 15, 2023
4. Notification of the administrative establishment of the open eligibility list for the position of Environmental Health Specialist in Training for the Health Department on May 17, 2023
5. Notification of the administrative establishment of the open eligibility list for the position of Heavy Duty Auto Mechanic 3/EVT for the Fire Department on May 18, 2023
6. Notification of the administrative establishment of the open eligibility list for the position of Engineering Technician I for the Water Department on May 22, 2023
7. Notification of the administrative establishment of the open eligibility list for the position of Treatment Operator 3 for the Water Reclamation Facility on June 2, 2023
8. Notification of the administrative establishment of the open eligibility list for the position of Fiscal Manager for the Water Department on June 2, 2023
9. Notification of the administrative establishment of the open eligibility list for the position of Heavy Duty Automotive Mechanic for the Department of Motor Vehicles on June 6, 2023
10. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 3 for the Street Department on June 6, 2023
11. Notification of the administrative establishment of the open eligibility list for the position of Computer Electronic Technician II for the Traffic Engineering Department on June 8, 2023
12. Notification of the administrative establishment of the open eligibility list for the position of OPHII Public Health Support Specialist for the Health Department on June 12, 2023
13. Notification of the administrative establishment of the open eligibility list for the position of Custodian for the School District on June 14, 2023
14. Notification of the administrative establishment of the open eligibility list for the position of Code Enforcement Officer for the Building & Code Department on June 16, 2023
15. Temporary Appointments

Forchione provided further detail regarding agenda item # 14, the Code Enforcement Officer Eligibility List. Three tested for the position and two passed. She noted that candidate # 2 on the list previously worked for the City in this position. After discussion with the Law Department and the Safety Director, regarding conflict of interest, it was decided that Director Forchione and Director Perry will be conducting an evaluation of candidate # 1 to verify they meet the qualifications of the position.

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 in attendance for Public Speaks.

NEW BUSINESS

- 16. Recognition of the revised job description for the position of Administrative Clerk for the Building & Code Department

The only change made to the description was the addition of a requirement that the Administrative Clerk will take meeting minutes as requested.

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

CONDE – YES

LEE-YES

MACK – YES

- 17. Recognition of the new job description for the position of Disease Intervention Specialist (DIS) Supervisor for the Health Department

Commissioner Adams provided insight for the need of the position. As cases of sexually transmitted diseases have increased, the number of staff addressing the issue has grown as well. The position is needed to supervise the higher number of staff. He noted the current DIS staff fall under the Director of Nursing and this new position will also remain in the Nursing Division.

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

CONDE – YES

LEE-YES

MACK – YES

18. Recognition of the revised job description for the position of Treatment Operator 3 for the Water Reclamation Facility

Director Highman explained that the position has not been updated in some time and changes were needed to reflect the current MOU and union licensing requirements. Other updates included changes to reflect current plant procedures and terms. After Forchione asked, Highman noted that there are no current plans to change the swing shift.

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

Director Highman gave an overview of agenda items’ #19-33. He first described the four main goals of the overhaul of the revised positions for the Engineering Department. Highman referenced the Engineering Department Proposed Organizational Chart when going through each new/revised job description. The document has been attached for reference. The four goals are as follows:

- Update job titles to be more accurate to the position and its duties
- Create a clear career path for two-year degree Civil Engineering Technicians
- Create a clear career path for four-year engineering degrees who do have or will obtain a Professional Engineer License
- Create a clear path for those performing GIS work (positions also apply to the Water Department)
 - Engineering work through the sanitary sewer system by State law is under Engineering, but some positions are currently under Collections Systems. By moving these positions back under Engineering, they are creating efficiency in terms of salary distribution.

Highman noted that all union positions that are being created or revised are under AFSCME 3449. The final changes to the overall organizational chart are set to be voted on at the July 24th Council meeting.

19. Recognition of the revised job description for the position of Assistant City Engineer for the Engineering Department

Director Highman explained that there was no change to the description, just the title.

20. Recognition of the new job description for the position of Traffic Engineer for the Engineering Department

Director Highman noted that the position duties were clarified to distinguish the Traffic Engineer role from the existing Senior Engineers as traffic work falls

under the Safety Director. It was been moved into a new classification and has a new title.

21. Recognition of the revised job description for the position of Senior Engineer for the Engineering Department

Highman stated there are no changes in duties, just a change to the title from the Assistant City Engineer to Senior Engineer to make more sense in the organizational chart. The changes are also modernizing the job description and creating a clear career progression for a person with a Civil Engineering bachelor's degree.

22. Recognition of the new job description for the position of Engineer for the Engineering Department

Highman explained that the Engineer job is the next promotional step from Engineering Assistant that requires more years of experience to move into.

23. Recognition of the new job description for the position of Engineering Assistant for the Engineering Department

Highman noted that this will replace the "catch-all" Engineer II position. The Engineering Assistant is an entry-level job for a four-year degree and a Professional Engineer license.

24. Recognition of the new job description for the position of Senior Surveyor for the Engineering Department

Highman detailed that there is currently a GIS Coordinator who is doing the work of the Senior Surveyor role and not as much GIS work. The new position establishes a career track for an individual with a Professional Surveyors license. This is the senior level position.

25. Recognition of the new job description for the position of Surveyor for the Engineering Department

Highman stated that this new position needs a Professional Surveyors license. They would need more years of experience to move into the Senior role, in accordance with succession planning. The job would not need to be filled all the time, just when needed to plan for succession.

26. Recognition of the new job description for the position of Construction Manager for the Engineering Department

Highman explained that the duties of the position are currently being done by someone in an Engineer II position. This new position will distinguish the individual who oversees public improvement projects.

- 27. Recognition of the new job description for the position of Fiscal Manager for the Engineering Department

Highman detailed that this will replace the existing Administrative Assistant III position upon the retirement of the current occupant.

Conde made a motion to approve the job descriptions for agenda items' #19-27 as provided, contingent upon City Council approval. Mack seconded the motion. The motion passed with the following vote:

CONDE – YES LEE-YES MACK – YES

- 28. Recognition of the revised job description for the position of Civil Engineering Tech III for the Engineering Department

Highman reviewed all three Civil Engineering Tech jobs together. The Civil Engineering Tech jobs have been reduced from five positions to three, thereby creating a clear career path from I to III. The people currently in Tech IV and V will remain in the position for as long as they wish, after which point the positions will be removed.

- 29. Recognition of the revised job description for the position of Civil Engineering Tech II for the Engineering Department

- 30. Recognition of the revised job description for the position of Civil Engineering Tech I for the Engineering Department

Conde made a motion to approve the revised job descriptions for agenda items' #28-30 as provided. Mack seconded the motion. The motion passed with the following vote:

CONDE – YES LEE-YES MACK – YES

- 31. Recognition of the new job description for the position of GIS Analyst 2 for the Engineering & Water Departments

Highman explained that all three new GIS positions have become needed because Water and Engineering use GIS systems so heavily to perform daily activities in accordance with EPA regulations and emerging technologies. These three positions also create a clear career path from entry level to more advanced for staff to move upwards through.

- 32. Recognition of the new job description for the position of GIS Analyst 1 for the Engineering & Water Departments
- 33. Recognition of the new job description for the position of GIS Technician for the Engineering & Water Departments

Conde made a motion to approve the job descriptions for agenda items' #31-33 as provided, contingent upon City Council approval. Lee seconded the motion. The motion passed with the following vote:

CONDE – YES LEE-YES MACK – YES

- 34. Update on current marketing and recruitment initiatives

Moeglin reviewed the latest social media, marketing, and recruitment events, noting the success of the increased Facebook followers contributed to the number of people interacted with at StarkPride. She also spoke on an upcoming Sergeant Promotional Ceremony; an update on our intern, Natalie Ruple now being brought on as paid; and the number of exams that have been conducted in the past month. Forchione and Moeglin also noted that a marketing meeting has been scheduled with Doug Bennett of JAB Advertising to strategize best practices for the department moving forward and that we have met with another local agency to discuss print and recruitment materials.

MISCELLANEOUS BUSINESS

Forchione gave an update on the current and future staffing and scheduling status.

ADJOURNMENT

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

CONDE – YES LEE-YES MACK – YES

The meeting adjourned at 3:56 pm.