

SOLON CIVIL SERVICE COMMISSION
April 19, 2011 – 6:34 p.m.

The Solon Civil Service Commission met at Solon City Hall.

PRESENT: Commission Members Doberstyn, Huml, and Patton, Human Resource Director Cornhoff and Secretary Perry

APPROVAL OF MINUTES

Mr. Doberstyn moved to approve the minutes of April 5, 2011 as submitted by the Secretary. Mr. Patton seconded the motion.

Roll Call: Aye: Doberstyn, Huml, Patton
 Nay: None The Motion Carried

APPROVAL OF PAYROLL

Mr. Doberstyn moved to approve the hourly/salary payroll for Pay End Date April 8, 2011 as submitted by the Payroll Department. Mr. Patton seconded the motion.

Roll Call: Aye: Doberstyn, Huml, Patton
 Nay: None The Motion Carried

REVIEW OF PAYROLL CHANGE/RATE SHEETS

The Commission reviewed and signed the available payroll change/rate sheets provided by the Payroll Department. No action was taken by the Commission.

MONTHLY REPORT OF DEPARTMENTAL INCOME/EXPENDITURES

The report for Month Ending March 31, 2011 was reviewed. No action was taken by the Commission.

CORRESPONDENCE

Memo dated April 6, 2011 to Matt Totarella from Administrative Manager Holub regarding Truck 216 Incident.

Received document from Chief Shaw with signatures of the four Battalion Chief candidates indicating they are willing to accept the decision to develop a list for Battalion Chief using only the written test score and the assessment center score without setting precedence of excluding the evaluations percentages.

Memo dated April 8, 2011 to Mayor Drucker from Chief Viland regarding the probation termination of Courtenay Perkins requesting that he be permanently appointed to the position of Patrolman.

Memo dated April 11, 2011 to Patrolman Petranic from Chief Viland regarding Departmental Charges

Classified Order from Chief Viland dated April 8, 2011 regarding the resignation of Auxiliary Chris Fried

Classified Order from Chief Viland dated April 8, 2011 regarding the hiring of Benjamin D. Maragliano as a Patrolman effective April 11, 2011

REGULAR BUSINESS

Director Cornhoff addressed the Commission regarding the Assistant City Engineer position that was recently posted but not classified as to whether it had Civil Service status or not. At one time the position was classified Civil Service. However, all the other Assistant Director positions are not Civil Service. The rationale at the time was the Assistant City Engineer position was the fourth position on the organizational chart below the City

Engineer, Director of Public Works and Assistant Director of Public Works. Director Cornhoff noted the Assistant Director of Public Works position is currently not filled. The two positions above the Assistant Engineer are the Director of Public Works position who manages Engineering, Service and Water Reclamation. Second is the City Engineer. Director Cornhoff noted with the exception of the Assistant Engineer Position, all the other Assistant Director positions are not Civil Service and the Administration is looking for consistency. He said Directors Bush and Stanek are requesting that it be classified a non Civil Service position. Director Cornhoff said another factor in previously classifying the position as Civil Service was that the Director of Public Works at that time was a Public Engineer and he spent the majority of his time in the Engineering Department. The current Public Works director, however, has an extensive background in the Service Department as well as Water Reclamation and is able to spread his time equally among the Departments he manages. Director Cornhoff read from the Charter regarding Civil Service classification requirements.

Director Cornhoff said it comes down to whether the Directors should be given flexibility in selecting their managers or should the decision be made through competitive testing. Mr. Patton said he believes the Assistant Director positions should not be classified as Civil Service because it makes it easier for the Director to move that Assistant if it became necessary. Mr. Doberstyn said classifying the position as Civil Service would not tie the hands of the Administration. If the position is classified Civil Service the City gains the fairness and the impartiality that this Commission imparts on candidates who appear for examinations. The City gains the fairness factor. He said he has had experience with such an issue when he was promoted to Assistant Chief in the Solon Police Department and feels having Civil Service behind him would have been helpful. Mr. Huml added that the Department Head would still have the ability to bring his top candidate before the Commission.

As an example of a non-classified position, Director Cornhoff said a position in the Recycling Department at Service was recently filled from a pool of six internal candidates. He said they went through an internal test given by Director Bandiera and then through an interview process. The top three candidates were sent to Pradco for a psychological evaluation. He said Director Bandiera went through an extensive interview process to find the best candidate. Accolades were given to Director Bandiera for his thoroughness.

Director Cornhoff said he would like to address the other Department Heads regarding this issue and bring their suggestions back before the Commission makes their final decision. He believes the Directors will want their Assistants to have been developed from within their departments. Mr. Huml said it should be made clear the Commission wants to support the Director's requests as long as their selection is chosen using an established list of criteria.

There was also question as to whether a vacated Civil Service position needs to be filled within a required amount of time. Director Cornhoff will research this matter and report back at the next meeting. The next meeting is scheduled for Tuesday, May 3, 2011 at 6:30 p.m.

Mr. Doberstyn moved to adjourn the meeting at 7:18 p.m. Mr. Huml seconded the motion.

Roll Call: Aye: Doberstyn, Huml, Patton

Nay: None

The Motion Carried
