

SOLON CIVIL SERVICE COMMISSION
January 26, 2016 - 6:10 p.m.

The Civil Service Commission met at Grantwood Golf Course while the Ohio Fire Chiefs' Association administered a promotional examination for the Solon Fire Department. Ten candidates took the examination for Battalion Chief and seven candidates took the examination for Lieutenant.

ROLL CALL

Commission Members Caplan, Kennedy, Huml

ALSO PRESENT

Director of Human Resources Stolarsky and Secretary Perry

APPROVAL OF MINUTES

The minutes of January 5 were not available for approval.

APPROVAL OF PAYROLL

The Commission certified the following Payroll Check Reports:

Check date December 11, 2015

Check date December 24, 2015

Check date January 8, 2016

Check date January 22, 2016

APPROVAL OF PAYROLL CHANGE/RATE SHEETS

There were none available. No action was taken by the Commission.

CORRESPONDENCE

Memo dated January 4, 2016 from Director Solanics notifying the Commission the employment of Richard Schultz was terminated effective December 30, 2015 leaving two vacant Maintenance Tech positions available in the Water Reclamation Department. He will be advertising the vacancies as soon as possible.

Memo dated January 6, 2016 from Lt. Tonelli to Officer Lender regarding Departmental Charges.

Memo dated January 7, 2016 from Chief Viland to Officer Lender regarding Departmental Charges.

Memo dated January 11, 2016 from Chief Viland to Officer Wagner regarding Departmental Charges.

Memo dated January 14, 2016 from Chief Viland to Officer Lender regarding Departmental Charges.

HUMAN RESOURCES

Director Stolarsky presented three full time classified positions recently approved by Council; Dance Coordinator, Golf Assistant Sales Coordinator, and Golf Assistant/Program Coordinator. The Dance Coordinator position was changed from part time to full time. The Grantwood positions are additional; however, it is a net of one position because the Assistant Golf Pro was eliminated. She stated this will change the composition of Chapter 258.03 of the Codified Ordinances.

Commission Member Caplan requested an updated version of the Classified and Unclassified positions. Director Stolarsky said she would forward to the Commission.

BUDGET

Secretary Perry reported to the Commission she was requesting an increase in the budget this year for additional testing for the Fire Department Battalion Chief promotional examination. Once the candidate has passed the written examination they are put through an oral assessment. There are two types; one is an Oral Interview Board with a three Chief panel. The second is a Traditional Assessment Center which includes different exercises that are selected to fit the department. The Oral Interview Board will be used for the Lieutenants. The Traditional Assessment Center, if approved by the Commission, will be used for the Battalion Chief candidates only and is at a higher cost level. The Mayor has approved the increase in the budget. It has not yet, however, been approved by Council.

Commission Member Kennedy said she views this as an investment. Even if the person does not secure the position, they will take the feedback they receive and utilize it towards retention and people development. It's an investment in staff and that is just as important. It also validates when a candidate wins the position tested for because it is from a third party.

Commission Member Kennedy moved to approve the Full Assessment Center for the position of Battalion Chief. Commission Member Caplan seconded the motion.

Roll Call: Aye: Caplan, Huml, Kennedy
Nay: None The Motion Carried

CERTIFICATION OF CORRECTIONS OFFICER LIST

Commission Member Huml moved to certify the Corrections Officer Examination Eligibility List in accordance with the Rules and Regulations as of this date. Commission Member Kennedy seconded the motion.

Roll Call: Aye: Caplan, Huml, Kennedy
Nay: None The Motion Carried

There was discussion concerning Section 10:02 A of the Rules and Regulations which state the appointing authority shall always appoint from the top 25% of the list. Because there are an uneven number of candidates on the Corrections Officer list, discussion was held on the number of candidates to release to the appointing authority. It was the opinion of the Commission to err in favor of the next candidate and round up to the next one. This practice will be added to the Commission's addendum to the Rules and Regulations.

REVIEW PERIOD

Commission Member Huml explained the prior Rules and Regulations included two review periods for promotional examinations. There was the five day review period prior to grading of the examinations and the ten day review period once the examinations were graded. These review periods were both eliminated from the Rules and Regulations when they were updated last year. Commission Member Caplan noted, per ORC, the only action the participants can now take is to appeal if they feel their test has been erroneously graded.

Director Stolarsky noted the City now has Clemens & Nelson on retainer and that Mike Esposito is available to the Commission to answer any questions they may have regarding this issue. The Commission opted to add this item to their next agenda and that the Secretary and Director Stolarsky would attempt a conference call with Mike Esposito. If in fact a review period is desired by the Commission, how that should be implemented is one of the questions to direct to him.

This item will be placed on the next agenda for discussion once a response is received from Mike Esposito.

REPORT TO THE STATE OF OHIO

The Commission requested this item be brought to their attention for review prior to submission.

2016 BUDGET

Commission Member Kennedy questioned the budget process. It was noted the Commission’s budget is constructed by members of the Finance Department and is submitted to the Commission once it has been approved by Council.

OTHER

Thomas Talcott of the Ohio Fire Chief’s Association who was administering the promotional examinations addressed the Commission about the pre and post grading review periods. He said in 2008 the State Law eliminated the pre and post grading review periods. What remains is an appeal period on whether the participant believes their examination has been improperly graded. They can no longer appeal the validity of a question. He believes if the participant feels their examination papers have been erroneously graded, they may inspect their answer sheet and the grading key to make an appeal. Both will be included with the test results after the examinations have been graded.

With regards to the testing process, Commission Member Kennedy asked how many books were used to design the examinations. He replied six books were used; however, he looks at the community and removes items from the examination that do not apply. He explained that he currently works for the City of Mentor who has height restrictions. He would not include many questions in their test for emergency situations in high rise buildings; however, there may be a few because of mutual aid. The examinations are designed to fit the municipality. They spend more time adapting the examinations to the community whereas other testing company’s use canned questions. The Commission thanked Mr. Talcott for addressing the Commission.

There being no further business to conduct, Commission Member Huml moved to adjourn the meeting at 7:22 p.m. Commission Member Caplan seconded the motion.

Roll Call: Aye: Caplan, Huml, Kennedy
 Nay: None The Motion Carried
