

SOLON CIVIL SERVICE COMMISSION
October 9, 2018 – 4:05 p.m.

ROLL CALL

Present: Commission Members Caplan, Huml and Secretary Perry
Absent: Commission Member Kennedy

APPROVAL OF MINUTES

Motion by Commission Member Huml, second by Commission Member Caplan to approve the meeting minutes of September 25, 2018.

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

APPROVAL OF PAYROLL and PAYROLL CHANGE/RATE SHEETS

There was one Payroll Rate Change Sheet signed by the Commission. No other action was taken.

Motion by Commission Member Huml, second by Commission Member Caplan to approve the Payroll Registry for the period ending September 23, 2018.

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

CORRESPONDENCE

Letter dated October 9, 2018 from Chief Viland requesting to remove applicant #7 from the list and requesting the release of applicant #8 for review.

Motion by Commission Member Huml, second by Commission Member Caplan to remove applicant #7 from the list and release applicant #8 for review.

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

Old Business

Job Description – Civil Service Secretary Description

The Secretary reviewed the job description as requested by the Commission. The Commission agreed to forward it to the Human Resources Department as is.

New Business

Service Department

At the September 25 Work Session, Director Drsek had addressed the Commission about the possibility of moving a part-time, seasonal employee to full time status without having to wait to take an agility examination. The employee had already proven his work ethic in his tenure as a part time/seasonal employee and had already been through the drug screening process that is required of all employees. The following is a response from Mark Lucas requested by the Human Resources Department:

“The definition of promotion does not say the lower level position has to be classified. But it is implied. Looking at 124.31 and Rule 7.02, I think a “promotion” contemplates moving up within the classified service, i.e. from a classified position to a higher classified position. Rule 7.02, “The Commission may also determine that other persons in the classified service are eligible to compete in a promotional examination, if they otherwise meet the minimum qualifications for the promotional position.” Nevertheless, even if the exam is not promotional, if there is no civil service list, and if the City has urgent reasons for filling a Service Worker II position, the Commission could certainly fill the position without competition and consider the employee’s experience as a Service Worker I as an indication of qualification for a Service Worker II. Or, the Commission conducts a

