

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING FEBRUARY 19, 2013**

To Order: The meeting was called to order at 6:35 P.M.

Roll Call: Present were Members Russ Friedrich and Chairman Jim Yost.
Also present was Assistant Law Director Toni Morgan and Recording Secretary Donna Tjotjos.

Election of Officers:

It was moved by Member Russ Friedrich and seconded by Jim Yost to retain the same elected officers as in 2012 for the 2013 year.

MOTION CARRIED

So be it that Jim Yost remains as Chairman; Russ Friedrich remains as Vice Chairman and Dan Zezena remains as Secretary for the year 2013.

Minutes:

Chairman Yost noted the minutes of the last meeting held December 18, 2012 and asked for a motion.

It was moved by Friedrich and seconded by Yost to approve the minutes of December 18, 2012.

MOTION CARRIED

Reports:

Recording Secretary Tjotjos provided a report on the Patrolman Class C Entrance Exams noting the questions that were raised during the agility test.

A question was raised as to whether or not the candidate should be able to break before going on to the next event to use the bathroom facilities. During the exam, a few candidates who; after they ran the one and a half mile and before going on to the pull up event, went and used the bathroom facilities. These candidates had taken their exam with them. The issue was that the candidate was allowed to take a break between events while holding onto their exam paper.

Another question was raised as to whether or not the candidate fails the exam if all events are not completed to the minimum requirement.

Member Friedrich noted that the agility test will need to be brought back before the Commission so that our expectations of the candidate can be added to the exam in order that it is clearer for the candidate. He believes that allowing the candidate to use the bathroom facilities does not affect the exam.

Chairman Yost stated that if a candidate performs every event on the exam but does not meet the minimum of one event on the exam, that candidate's exam gets scored and does not fail the exam. The passing score on the agility examination is eight. If that candidate passes by eight on the entire exam, even though he did not meet the minimum on one event, he is given a passing score.

Unfinished Business:

New Business:

Legal opinion regarding a suggested amendment to the Rules and Regulations concerning number of certified names provided to appointing authority. It was explained that our current Rules and Regulations state in Rule VIII, Section 1, paragraph one, "The appointing authority of the department in which the position in the classified service is to be filled, shall notify the Commission of the fact, and the Commission shall, except as provided for in Sections 124.30 and 124.32 of the Revised Code, certify to the appointing authority thereof the names and addresses of the ten (10) candidates standing highest on the eligible list for the class or grade to which said position is classified. If more than one position is to be filled, the Commission may certify a group of names from the eligible list and the appointing authority shall appoint in the following manner: Beginning at the top of the list, each time a selection is made it must be from one of the first three candidates remaining on the list who is willing to accept consideration for the position."

After review of the changes in ORC section 124.27, the Law Department is suggesting that Rule VIII; Section 1; paragraph one be deleted and the following amended language in the ORC be added in its place:

"Appointments to all positions in the classified civil service, that are not filled by promotion, transfer, or reduction, as provided in sections 124.01 to 124.64 of the Revised Code, shall be made only from those persons whose names take rank order on an eligible list, and no employment, except as provided in those sections, shall be otherwise given in the classified civil service. The appointing authority shall appoint in the following manner: each time a selection is made, it shall be from one of the names that ranks in the top ten names on the eligible list or the top twenty-five percent of the eligible list, whichever is greater. In the event that ten or fewer names are on the eligible list, the appointing authority may select any of the listed candidates. Each person who qualifies for the veteran's preference under section 124.23 of the Revised Code, who is a resident of this state, and whose name is on the eligible list for a position is entitled to preference in original appointment to any such competitive position in the classified civil service of the state over all other persons who are eligible for those appointments and who are standing on the relevant eligible list with a rating equal to that of the person qualifying for the veteran's preference.

Member Friedrich stated in his opinion, he would like the rules to remain stating that only the top ten ranking candidates are certified. If one of those names fall off the list for reasons stated

within the rules, then the Civil Service provides the next name on the ranking list without having to be recertified.

Member Yost expressed his concern in regard to providing the top twenty five percent when there are more than 50 candidates because the ORC does not state that the appointing authority needs to begin in rank order as it states one that ranks in the top ten or top twenty five percent, which would mean preference could be given to candidate number 13 prior to giving consideration of the one who has ranked as the number one candidate.

It was noted that if that is the case there is no reason Civil Service Commission should provide an examination or an eligibility list to include candidates in ranking order.

Assistant Toni Morgan explained that the Law Director has stated that the City's Charter states that Civil Service rules and regulations need to follow the general law. That general law refers to Ohio Revised Code.

Member Friedrich agreed that we are a Chartered City, which means that Civil Service can have their own rules and regulations as long as it does not supersede those laws of the Ohio Revised Code.

Member Yost concurred with that statement and explained that the Commission has been told many times by the Law Director that we are a Chartered city and that our rules and regulations did not have to change because the Ohio Revised Code changed. He noted that there are a number of areas in the Civil Service Commission rules and regulations that don't mirror the Ohio Revised Code.

Assistant Toni Morgan explained that when there is a subject matter that is silent in the Ohio Revised Code, then the rules and regulations could be spelled out. She concluded by stating that she would look into their questions and get back to the Commission.

Member Friedrich asked why the Law Director is only recommending this change in the Rules and Regulations and if there was someone maybe the Police Chief or Fire Chief that wanted these changes.

Recording Secretary stated there has been comments in the past that the way the rules read is that the appointing authority has to appoint one of the top three in rank from a certified list of ten. It is speculated that this might be too strict for the appointing authorities to have to choose from one of the top three. It also states that the list that includes the top ten has to be exhausted before additional names are given and this would delay the interview process.

Review Patrolman Entrance Applications, exams and protests:

The commission continued on with the meeting and reviewed the applications, extra credit documents and the protest that was received.

Member Yost stated that he is in agreement with the response received from the agency in reference to the protest of question number 45 on the exam.

Member Friedrich concurred stating that it is his belief that the question asked the candidate to show the safest place to apprehend the suspect without him or her exiting the front door of the house and the answer should have been D and not C as the candidate had stated in his protest.

It was moved by Yost and seconded by Friedrich to deny the protest.

MOTION CARRIED

The extra credit documents of some of the applicants were in question. Civil Service members reviewed the extra credits of the Military and Education.

Member Friedrich indicated that the extra credit for college needs to be provided from an accredited college. An automotive trade school is not considered an accredited college and therefore the applicant who provided that extra credit documentation will not receive the extra credit. Member Yost concurred.

Member Yost indicated that the extra credit for military only requires 180 days of consecutive service and all candidates who provided their DD214 with less than 12 months will receive the extra credit. Member Friedrich concurred.

The scoring of the written exam was explained. There are two sections of the written exam. The first section is cognitive with right and wrong answers. The second section is behavior and personality and does not have right or wrong answers but does receive a weighted score. The testing agency explained that there are norm-based rescaling adjustments that affect raw sub scores. For instance, Ryan Garrison's section 1 score was 83.33 and his section 2 score was 100. These are then weighted .38 for section 1 and .62 for section 2, and the sum was rounded to two decimal places to reach 93.67. It was further explained that section 2 scores are based on successful policeman who have taken the test and received positions in the police force. Their answers are compared to the candidates who have now taken the test.

The recording secretary asked for direction on how the Commission wanted to score the tests because if section 2 is included in the score it would be difficult for someone to protest their score.

It was agreed upon by the members and direction was given that the Commission will use the scores provided by the agency which will include the scoring from section 2 and the score letters will be sent by the end of the week.

Member Yost adjourned the meeting.

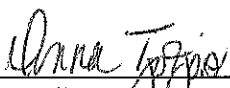
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Meeting adjourned at 7:52 P.M.



Chairman



Recording Secretary

March 19, 2013

Date Approved