

OXFORD CIVIL SERVICE COMMISSION
February 27, 2013

**CALL TO
ORDER**

The Oxford Civil Service Commission Meeting of February 27, 2013 was called to order at 7:02 p.m. by Phil Russo, Chair. Those members present were Karen Martino, Mike Pavloff and James Burchyett. Susan Cross Lipnickey was excused.

Donna Heck, Human Resources Director; Kim Newton, Recording Secretary; Robert Holzworth, Police Chief and Gail Brahier, Parks & Recreation Director, were in attendance for the City.

Vicki Brunn, Director of Human Resources, was in attendance for the Talawanda School District.

APPROVAL OF MINUTES

A. Minutes of the January 23, 2013 Civil Service Commission Meeting.

Ms. Martino moved and Mr. Pavloff seconded to approve the January 23, 2013 Civil Service Commission Meeting Minutes. The motion passed 4-0-0.

REPORTS

- A. Temporary Promotional Appointments
1. Sports Activities Supervisor
 2. Police Lieutenant
 3. Police Sergeant

Ms. Heck advised Casey Wooddell, Sports Activities Coordinator, has been temporarily promoted as the Sports Activities Supervisor due to the resignation of Simon Solomon in the Parks and Recreation Department.

Ms. Heck also advised Jon Varley, Police Sergeant, has been temporarily promoted to Police Lieutenant due to the retirement of Dan Umbstead and Greg Moore, Police Officer, has been temporarily promoted to Police Sergeant due to the temporary promotion of Jon Varley to Police Lieutenant.

OLD BUSINESS

- A. Legislation - Police Officer Age Restrictions.

Ms. Heck reported City Council had recently passed an Ordinance amending the maximum age to thirty-five (35) for an original appointment to the Police Department as a police officer which was discussed and supported by the Commission in January. Mr. Russo inquired if there was any debate by City Council and Ms. Heck advised yes, noting Council had added a new Section to the Ordinance for individuals who were previously certified as an Ohio Police Officer to a maximum age of fifty (50) as well as adding no age restriction for reemployment of a City of Oxford Police Officer who has worked as a City of Oxford Police Officer previously.

NEW BUSINESS

A. Request to Extend the Head Secretary Eligibility List – Talawanda Schools.

Ms. Heck advised the Eligibility List for Head Secretary expired on February 22, 2013 and noted Ms. Brunn would update the Commission. Ms. Brunn advised they had recently had an opening of a Head Secretary due to a resignation and was requesting an extension of the Eligibility List. Ms. Brunn noted five (5) people were still remaining on the list and advised two (2) of the people on the list had contacted her office expressing interest in the position and she would be contacting the other three the next day. Mr. Russo reiterated the Rule of 5 and Ms. Brunn inquired if only three or four were interested would it delay the process. Mr. Russo advised a request to waive the Rule of 5 could be made to the Commission if needed.

Ms. Martino moved and Mr. Pavloff seconded to extend the Head Secretary Eligibility List for thirty (30) days. The motion passed 4-0-0.

B. Sports Activity Supervisor Recommendation.

Ms. Heck advised Casey Wooddell had applied for the Sports Activities Supervisor position vacated by the resignation of Simon Solomon and has been in the position of Sports Coordinator for over five (5) years, reporting to the Sports Activities Supervisor. Ms. Heck noted this position was posted in-house on February 1st as a promotional opportunity and one application was received which meets the Civil Service promotional rule. Ms. Brahier noted Mr. Wooddell meets all the qualifications for the position and she has received numerous recommendations for Mr. Wooddell from the community. Ms. Heck advised if the Commission accepted the recommendation of promotion and the City Manager makes the appointment, a Civil Service test will need to be given for Casey's job as Sports Coordinator.

Mr. Pavloff moved and Mr. Burchyett seconded to accept staff's recommendation to promote Casey Wooddell to the Sports Activities

Supervisor and certifying the same to the City Manager. The motion passed 4-0-0.

C. Assessment Center Approval Request.

Ms. Heck advised the City had used the Assessment Center in 2008 for a Police Lieutenant position and was very pleased with the results and noted staff would like to use the Assessment Center and protocol again for the vacancy of the position due to Lieutenant Dan Umbstead's retirement.

Ms. Martino moved and Mr. Burchyett seconded to adopt the Assessment Center process and protocol for the Police Lieutenant position. The motion passed 4-0-0.

ADJOURN TO EXECUTIVE SESSION

Ms. Martino moved to adjourn to Executive Session at 7:21 p.m. in accordance with the Ohio Revised Code Section 121.22 (G) 1 for the purpose of discussing Police Officer IPMA Exam. Mr. Pavloff seconded. The motion passed by the following roll call:

AYE: Mr. Pavloff, Ms. Martino, Mr. Burchyett, Mr. Russo (4)

NAY: None (0)

ABS: None (0)

RETURN FROM EXECUTIVE SESSION

Ms. Martino moved to return from Executive Session at 7:32 p.m. Mr. Pavloff seconded. The motion passed by the following roll call:

AYE: Ms. Martino, Mr. Pavloff, Mr. Burchyett, Mr. Russo (4)

NAY: None (0)

Ms. Martino moved and Mr. Pavloff seconded to approve the Police Officer IPMA Examination. The motion passed 4-0-0.

ADJOURN TO EXECUTIVE SESSION

