AGENDA

MEDINA CIVIL SERVICE COMMISSION

SPECIAL MEETING

(Revision)

October 30, 2019

1:00pm

Medina City Hall

Multi-Purpose Room

Call to Order

Business

1. Support Paraprofessional Eligible list
2. Abolish 3/5/18 Eligible List
3. Authorize New Test To Be Scheduled To Create a New Eligible List
4. Instructional Paraprofessional Eligible List
5. Abolish 8/6/19 Eligible List
6. Authorize New Test To Be Scheduled To Create a New Eligible List
7. Cafeteria Server Eligible List
8. Abolish 4/3/19 Eligible List
9. Authorize New Test To Be Scheduled To Create a New Eligible List
10. Communication Operator Eligible List
11. Abolish 8/29/19 Eligible List
12. Authorize New Test To Be Scheduled To Create a New Eligible List
13. Consideration of Exceptional Appointment For Maintenance Equipment Superintendent

Adjournment

Business

1. **Support Paraprofessional Eligible list**

**Abolish 3/5/18 Eligible List**

Current SPP eligible list became effective 3/5/18 and had twenty-four candidates ranked on the list. Only one candidate has not been certified and there is no longer a sufficient number of candidates to consider for even one opening.

*Request list to be abolished and begin process to test again and create a new eligible list.*

1. **Instructional Paraprofessional Eligible List**

**Abolish 8/6/19 Eligible List**

Current IPP eligible list became effective 8/6/19 and had thirty-four candidates ranked. All candidates have been certified and there’s no longer a sufficient number of candidates to be considered for even one vacancy.

*Request list to be abolished and begin process to test again and create a new eligible list.*

1. **Cafeteria Server Eligible List**

**Abolish 4/3/19 Eligible List**

Current Server eligible list became effective 4/3/19 and had ten candidates ranked. All candidates have been certified and there’s no longer a sufficient number of candidates to be considered for even one vacancy.

*Request list to be abolished and begin process to test again and create a new eligible list.*

1. **Communication Operator Eligible List**

**Abolish 8/29/18 Eligible List**

Current Communication Operator eligible list became effective 8/29/18 and had eleven candidates ranked. Six candidates have been removed per their request, one person waived being considered, leaving only four for consideration. Per Civil Service Rule VIII (A)(2), if there are fewer than five candidates to consider for appointment for a vacancy, the appointing authority may reject the certification and request a new test be given.

*Request list to be abolished and begin process to test again and create a new eligible list.*

Last test: Given in July 2018, we used Ramsey & Associates to give the written/audio exam.  If the candidates received 70% or better on this written test, they came to civil service office one-on- one to take a data entry test.  The written test score was used for ranking, the data entry was pass/fail. $10 filing fee.

1. **Consideration of Exceptional Appointment For Maintenance Equipment Superintendent**

Appointing Authority/Service Director Nino Piccoli is requesting the Commission to consider the appointment of Sanitation Foreman Scott Peto into the Equipment Maintenance Superintendent classification.

Scott Peto is currently filling this vacancy on a temporary basis due to an unexpected retirement in June. Mr. Peto was a mechanic in this department for almost two years 5/2010-3/2013. He came to the city in 2010 with over 20 years of experience and an auto/diesel degree. He is courteous, respectful and deals well with the public and fellow employees.

Superintendent positions are usually filled by Exceptional Appointment per Civil Service Rule VIII (J)(2), with the foreman in that department. This department consists of the superintendent and three mechanics. It is a positon that requires peculiar and exceptional qualifications and Mr. Peto does possess these qualifications and is a foreman capable of handling the supervisory role also.