

City of Hubbard, Ohio Civil Service Commission

220 West Liberty Street, Hubbard, Ohio 44425 – (330) 534-5719

Regular meeting called to order at 8:00 AM on Tuesday, January 10, 2017

Present: Dave Morris, Ray Farcas

Absent: Deborah O'Hara

Others Present: Mayor John Darko, Safety Director Lou Carsone, Service Director Dan Livingston, Secretary Marianne Hallapy

Motion #1: A motion was made by Dave Morris and seconded by Ray Farcas to approve the minutes of the September 13, 2016 regular session as submitted. Motion carried 2-0.

Notation #1: Mayor Darko mentioned that the City recently posted the position of Mechanic and received one bid from an unqualified candidate, adding that the applicant was notified that he did not qualify. He noted that the City will be advertising for the position of Mechanic.

Morris replied that the hiring will have to go through the Civil Service Commission, but without a test. The Commission will have to accept the applications and allow the Service Director to determine the most qualified candidates by creating a guideline of responsibilities and certifications desired. The interview process would continue with the Service Director and any other panel created to evaluate and select the most qualified candidate for hire. After the selection, the Commission would need to be notified of the selection. All members agreed to the special process of hiring, without testing for the civil service position.

Morris noted that a job description and qualification list would be needed for the advertisement that would be published. In addition, the aforementioned would be used as a means for distinguishing the qualifications of the City's hire over the other candidates. Morris also mentioned that the hiring would have to be reported as a suspended specialty position that eliminated the usual civil service written test on the annual "Report of Activities" that needs to be completed and submitted to the state.

Notation #2: Safety Director Lou Carsone mentioned their reserve program, noting that the letter that goes out with the application requires it to be returned within 72 hours. Carsone said that the application will soon be available on the City's website and they will be eliminating the 72-hour requirement. The letter will reflect the new policy adopted for actively pursuing qualified candidates. The policy also addresses everything for background investigations and refers to sections of law that need to be followed. Carsone added that the department is currently being audited by the state for their policies.

Motion #2: A motion was made by Dave Morris and seconded by Ray Farcas to adjourn the meeting at 8:13 AM. Motion carried 2-0.

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Motion #3: A motion was made by Dave Morris and seconded by Ray Farcas to reconvene the January 10, 2017 meeting at 8:27 AM. Motion carried 2-0.

Notation #3: It was noted that the board would cancel the February 14, 2017 meeting and instead schedule a Special Meeting to approve and certify the qualified candidate for hire for the position of Mechanic.

Motion #4: A motion was made by Dave Morris and seconded by Ray Farcas to advertise for the position of Mechanic as soon as possible, at minimum in the Hubbard local papers and Vindicator, along with other avenues as directed by the Service Director. The application period will run from January 13, 2017 at 8:00 AM until January 27, 2017 at 4:00 PM, noting that pursuant to ORC 124.30, certain provisions of sections 124.01 through 124.64 will be suspended and allow candidates to be objectively evaluated by a panel established by the Service Director. Motion carried 2-0.

Motion #5: A motion was made by Dave Morris and seconded by Ray Farcas to adjourn the meeting at 8:52 AM. Motion carried 2-0.

Respectfully submitted,

Marianne Hallapy, Secretary

David Morris, Chairman

Ray Farcas, Vice Chairman

absent
Deborah O'Hara, Member