



**CIVIL SERVICE BOARD
MEETING MINUTES
FEBRUARY 25, 2021, 9:00 a.m.**

BOARD MEMBERS PRESENT:	Thomas J. Ritchie, Sr., Chairperson Maria E. Oria, Member Richard L. Wright, Member
BOARD MEMBERS ABSENT:	
STAFF PRESENT:	Ken Thomas, Secretary and Chief Examiner Sheila Crum, Executive Assistant to Civil Service Board
OTHER ATTENDEES:	Norma Dickens, Senior Attorney

I. ROLL CALL

The Chairperson, Thomas Ritchie, Sr., at 9:01 a.m., called the meeting to order. The Secretary and Chief Examiner called the roll. A quorum was present.

II. APPROVAL OF MINUTES

Ms. Oria moved, seconded by Mr. Wright to approve the January 28, 2020 meeting minutes. The Board unanimously approved the motion.

III. ACTION ITEMS

- Ms. Oria moved, seconded by Mr. Wright, to approve the extension of the following City of Dayton eligible lists due to expire in March and April of 2021:

- Building Maintenance Technician (Promotional 1)
- Equipment Operator II (Promotional 10 / Open 14)
- Golf Maintenance Crew Leader (Open 1)
- Inspector (Structural) (Open 2)
- Water and Sewer Worker I (Open 4)
- Water and Sewer Worker II (Open 5)

City of Dayton – Recall Lists

- Carpenter (1)

The motion passed.

2. Ms. Oria moved, seconded by Mr. Wright, to approve the extension of the following Dayton Public Schools eligible lists due to expire in March and April of 2021:

Carpenter (Promotional 1 / Open 9)
Head Custodian (Promotional 1 / Open 1)
Level III – Clerical (Open 9)
School Bus Driver (Open 3)

The motion passed.

3. Ms. Oria moved, seconded by Mr. Wright, to approve the request for the reinstatement of Jennifer Blackburn to her previously held position of School Bus Driver, Dayton Public Schools. The motion passed.
4. Ms. Oria moved, seconded by Mr. Wright to approve the request to remove the candidates from the eligible lists as noted:

Fire Captain (#4 Promotional eligible list) – Kevin Shea requested to be removed from the eligible list [Section A].

Administrative Typist II (#2 Open Competitive eligible list) – Civil Service Rule 10, Section 4 – Status of Separated Probationary Employee. Steven Brack was hired on September 16, 2019 and had a probationary discharge on September 26, 2019. Therefore, they are ineligible for any appointment to the classification service for a period of two years.

Kiln Operator II (#5 Open Competitive eligible list) – Department has requested the removal of BJ Holtzman due to their previous disciplinary cases and involuntary demotion [Section A].

The motion passed.

5. Ms. Oria moved, seconded by Mr. Wright, to approve the request for the probationary discharge of Casey Plyman, Police Recruit, as procedurally correct. The motion passed.
6. Ms. Oria moved, seconded by Mr. Wright, to approve the reclassification of Senior Analyst of Utility Revenue Operations to the new classification of Senior Meter Reading Operations Coordinator and that it be determined a noncompetitive position. The motion passed.
7. Ms. Oria moved, seconded by Mr. Wright, to approve the recall of the Jacob Zurface to the classification of Wastewater Treatment Building Trades Worker. This request is contingent upon the acceptance of the position as part of the job abolishment process. The motion passed.

IV. BOARD DISCUSSION ITEMS

Amendments to Civil Service Rule 8 - Eligible Lists and Certifications and Rule 9 - Appointments were reviewed.

V. BOARD COMMENTS


None

VI. SECRETARY AND CHIEF EXAMINER REPORT

See attached.

VII. ADJOURNMENT

Ms. Oria moved, seconded by Mr. Wright, that the Civil Service Board meeting of February 25, 2021 be adjourned. The motion passed and the meeting was adjourned at 9:42 a.m.



Ken Thomas,
Secretary and Chief Examiner



Thomas J. Ritchie, Sr., Chairperson