



CIVIL SERVICE BOARD MEETING MINUTES JULY 25, 2019, 9:00 a.m.

BOARD MEMBERS PRESENT:	Richard L. Wright, Chairperson Maria E. Oria, Member Thomas J. Ritchie, Sr., Member
BOARD MEMBERS ABSENT:	
STAFF PRESENT:	Ken Thomas, Secretary and Chief Examiner Sheila Crum, Executive Assistant to Civil Service Board James Johnson, Employment Analyst Dianne Perkins, Employment Analyst Stuart Walker, Employment Analyst Jack Rice, Project Manager Toby Caserta, Project Manager
OTHER ATTENDEES:	Ariel Walker, Director, City Commission Office Nicholas Hosford, Assistant Fire Chief – Strategic Programs and Safety Brent McKenzie, Deputy Director – Human Resources Norma Dickens, Senior Attorney Ann Sulfridge, President, AFSCME, Local 101

I. ROLL CALL

The Chairperson, Richard Wright, at 9:00 a.m., called the meeting to order. The Secretary and Chief Examiner called the roll. A quorum was present.

II. APPROVAL OF MINUTES

Mr. Ritchie moved, seconded by Ms. Oria to approve the June 27, 2019 meeting minutes. The Board unanimously approved the motion.

III. ACTION ITEMS

1. Mr. Ritchie moved, seconded by Ms. Oria, to concur with the Secretary and Chief Examiner's approval of the revised City of Dayton Police Recruit Promotional eligible list. The motion passed.
2. Ms. Oria moved, seconded by Mr. Ritchie, to approve the reinstatement request of Andrew Bourquin, to his previously-held position of Aircraft Rescue Firefighter. The motion passed.
3. Mr. Ritchie moved, seconded by Ms. Oria, to approve the reinstatement of Dwight Forsythe, to his previously-held position of Mechanic, Dayton Public Schools. The motion passed.

4. Mr. Ritchie moved, seconded by Ms. Oria, to approve staff's recommendation to remove those candidates from the Police Recruit eligible list as submitted and reviewed by staff.

2016 Police Recruit Eligible List

#215 Did not report for PFA

2017 Police Recruit Eligible List

#115 Failed PFA (1.5 Mile Run)

#135 Failed PFA (Sit-ups)

#136 Did not report for PFA

#152 Did not report for PFA

2019 Police Recruit Eligible List

#5 Failed PFA (Push-ups)

#7 Did not report for PFA

#17 Did not report for PFA

#32 Failed PFA (1.5 Mile Run)

#37 Did not report for PFA

#38 Did not report for PFA

#42 Failed PFA (Sit-ups)

#45 Failed PFA (Sit-ups)

#47 Failed PFA (1.5 Mile Run)

The motion passed.

5. Mr. Ritchie moved, seconded by Ms. Oria, to approve staff's recommendation to remove those candidates from the Police Recruit eligible list as submitted and reviewed by staff.

2019 Police Recruit Promotional Eligible List

#2 Failed Psychological

2019 Police Recruit Open Competitive Eligible List

#31 Failed Psychological

#46 Failed Psychological

#52 Failed Psychological

The motion passed.

6. Mr. Ritchie moved, seconded by Ms. Oria, to approve staff's recommendation to remove those candidates from the Firefighter Recruit eligible list as submitted and reviewed by staff as listed below.

2019 Firefighter Recruit Promotional Eligible List

#9 Background Investigation
#25 Background Investigation
#42 Background Investigation

The motion passed.

Mr. Ritchie moved, seconded by Mr. Wright, to disapprove the removal of Candidate #3 from the 2019 Firefighter Recruit Promotional Eligible list. The motion passed two to one.

IV. PUBLIC COMMENTS

None

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 July 25, 2019 be adjourned. The motion passed and the meeting was adjourned at 10:18 a.m.



Ken Thomas,
Secretary and Chief Examiner



Richard L. Wright, Chairperson

Secretary Chief Examiner Report

July 25, 2019

- BOARD HEARING DATES –

- August 22nd – Immediately following monthly Board meeting, Dwyer
- September 26th – Immediately following monthly Board meeting, Byer
- September 25th – Dismissal hearing for DPS, Twitty

- Police Fitness Assessment (PFA) – Was conducted on Saturday, June 29th, Welcome Stadium, Mrs. Dianne Perkins has the relevant outcomes. Physicals will begin the 2nd week of August for the academy to begin September 16th.
- Dayton Public Schools – We have a meeting scheduled for today, July 25th with Dr. Lolli (Superintendent) to discuss our concerns and requirements regarding layoffs/position abolishments the district has moved forward on without giving us the proper notifications. Along with this we will discuss requirements for job descriptions, postings, exam requests and the need for the tracking sheets. We also will provide a number of options we are willing to assist them on to complete these. Also, at today's School Board Meeting they hope to ratify our new three year reimbursement agreement and it will be the first time since 2003 that we have had an increase.
- Neighborhood Matters Program – Staff again has fully participated in these walks and I along with Toni Bankston were to head-up the walk scheduled for July 19th but it was postponed due to the hot weather.
- Attached you will find a copy of all the exams and non-competitive postings that staff has completed or has scheduled to date. I feel it is quite impressive given we have been down two staff members and have transitioned from our Sigma system to our new JobAps program!!
- Firefighter/Paramedics – Staff will be conducting CPAT evaluations beginning in September and will run through mid-November. These will be conducted at the Airport in the old Expo Center.
- Paramedic/EMT - We have moved forward with identifying candidates to interview for the next Paramedic/EMT class which is tentatively scheduled to begin November 4th. We are in further discussions with Fire command regarding this timeline due to the fact they/we will not have completed CPAT testing until the middle of November and there could be additional promotions from current EMT to firefighter recruits that haven't completed the process yet.

- Tobacco Free Policy – The City has instituted the policy as of July 15th and we did transmit a letter to the Managers office raising concerns with potential disparity, enforcement and cost associated with the program and feel there may be other options we could pursue to hold down medical cost associated with these legal activities.
- We had approved at the July 24th City Commission meeting funds to replace our desktop computers with new laptops and monitors which will greatly assist our staff with the flexibility to complete their work.
- Personnel – We have hired two new individuals for the positions of Civil Service Associate and Employment Manager positions! They are both internal employees at the Water Department and I feel will be an excellent addition to our team here in Civil Service. We hope to introduce them to the Board at the August meeting.
- We met with command staff of Police and the FOP to review contractual requirements for the upcoming promotional testing for Sergeant.
- Staff attended a conference in Minneapolis, MN the week of July 15th (IPAC) and it was a very productive opportunity for the organization and them personally.
- Mrs. Crum will be out of the office on a well-deserved vacation from July 30th until August 14th so if you need any assistance please reach out to me and I will do my best.

NONCOMPETITIVE RECRUITMENTS - 2019
Sigma & JobAps (Includes 2018 Noncomps Processed Out in 2019)

Job Class Title	Recruitment ID	Posting Dates
Airport Operations/Maintenance Supervisor	18-3412/3	December 10, 2018 - January 8, 2019
Airport Operations/Maintenance Supervisor	19-3412-001	May 22, 2019 - June 19, 2019
Arborist	19-6104/1	January 24, 2019 - February 14, 2019
Arborist	19-6104/002	May 16, 2019 - June 17, 2019
Assistant Attorney I	19-3005-001	June 21, 2019 - July 21, 2019
Business & Technician Assistance Administrator	18-0269/1	December 7, 2018 - January 7, 2019
Chief Building Inspector	19-1093-001	May 20, 2019 - Continuous
Civil Service Associate I	19-0193-001	April 3, 2019 - April 17, 2019
Contract Compliance Officer	19-0271/1	January 2, 2019 - February 4, 2019
Customer Support Specialist	19-0166/1	January 18, 2019 - February 14, 2019
Electronic Controls Engineer-SCADA	19-1021-001	April 8, 2019 - Continuous
Emergency Medical Technician	19-3074-001	May 21, 2019 - June 25, 2019
Employment Analyst I	18-0195/1	December 28, 2018 - January 25, 2019
Employment Manager	19-0169/1	April 3, 2019 - April 19, 2019
GIS Analyst	18-1051/1	December 11, 2018 - January 11, 2019
Human Resources Analyst	18-0225/1	December 28, 2018 - January 25, 2019
MBAC Program Manager	19-0273-001	April 23, 2019 - May 5, 2019
MBAC Program Manager	19-0273-002	June 5, 2019 - June 16, 2019
Paramedic	19-3125-001	May 21, 2019 - June 25, 2019
Planner I	19-1042-001	June 18, 2019 - July 16, 2019
Planning & Community Development Grant Adm.	19-3441-001	June 14, 2019 - July 12, 2019
Recreation Facility Specialist I	19-4118-001	May 13, 2019 - June 3, 2019
Recreation Program Coordinator	18-4085/3	December 10, 2018 - January 10, 2019
Research & Control Specialist	19-5122-001	April 8, 2019 - May 6, 2019
Senior Civil Rights Investigator	19-0261/1	February 11, 2018 - February 27, 2019
Senior Engineer II	18-1018/1	December 12, 2018 - January 30, 2019
Systems Engineer	18-0043/1	December 12, 2018 - January 23, 2019
Wastewater Treatment Laboratory Supervisor	19-5130-001	April 8, 2019 - May 6, 2019
Wastewater Treatment Plant Operations Supervisor	19-5123-001	April 29, 2019 - May 27, 2019

EXAMS SCHEDULED IN 2019

Sigma & JobAps

Job Class Title	Recruitment ID	Promo/Open	Posting Dates	Exam Date(s)
Account Clerk B	19-0096-001	P/O	May 28, 2019 - June 7, 2019	7/8/2019
Account Clerk III			Mid to Late August 2019	
Administrative Typist II	19-0006-001	P/O	April 15, 2019 - April 25, 2019	5/31/2019
Aircraft Rescue Firefighter			Mid to Late August 2019	
Airport Police Officer			Mid to Late August 2019	
Automotive Parts Clerk II	19-6047-001	P/O	April 3, 2019 - April 15, 2019	5/17/2019
Building Attendant I (Sign-Up Only)	19-6005/1	P	January 4, 2019 - January 14, 2019	Sign Up Only
Building Maintenance Technician	19-6019/1	P/O	January 4, 2019 - January 14, 2019	2/27/2019
Building Maintenance Technician	19-6019-002	P/O	April 3, 2019 - April 15, 2019	5/15/2019
Conservation Specialist	19-1098-001	P/O	May 28, 2019 - June 7, 2019	6/28/2019
Custodian (DPS)			Mid to Late August 2019	
Customer Relations Aide	19-1019-001	P/O	April 15, 2019 - April 25, 2019	5/29/2019
Customer Service Technician I	19-0309-001	P/O	April 3, 2019 - April 15, 2019	05/13/2019, 05/14/2019
Customer Service Technician II	19-0310-001	P/O	May 28, 2019 - June 7, 2019	7/1/2019
Electrician (DPS)	19-0019B-001	P/O	May 28, 2019 - June 7, 2019	7/3/2019
Electronic Electrician	19-7009-001	P/O	May 28, 2019 - June 7, 2019	7/2/2019
Electronic Electrician			Mid to Late August 2019	
Engineering Aide III			Mid to Late August 2019	
Finance Technician II	19-0098/1	P/O	February 4, 2019 - February 14, 2019	3/19/2019
Firefighter Recruit	19-3109/1	P/O	January 2, 2019 - February 14, 2019	4/13/2019
Food Service Manager (DPS)			Mid to Late August 2019	
Heavy Equipment Mechanic	19-6044/1	P/O	January 14, 2019 - January 24, 2019	2/27/2019
HVAC Maintenance Technician (DPS)	19-0023B/1	O	February 4, 2019 - February 14, 2019	3/18/2019
HVAC Maintenance Technician (DPS)			Mid to Late August 2019	
Laborer (Sign Up Only)	19-6025-001	P	April 8 2019 - April 18, 2019	Sign Up Only
Level II Clerical (DPS)			Mid to Late August 2019	
Level III Clerical (DPS)	19-0113B/1	P/O	January 14, 2019 - January 24, 2019	2/25/2019
Maintenance Mechanic I			Mid to Late August 2019	
Mechanic (DPS)	19-0025B-001	O	May 28, 2019 - June 7, 2019	7/3/2019
Plumber (DPS)	19-0032B/1	O	February 4, 2019 - February 14, 2019	3/18/2019
Police Recruit	19-3208/1	P/O	October 1, 2018 - November 26/2019	February 20,2019
Police Sergeant			Mid to Late August 2019	

Roofer Journeyman (DPS)	19-0605B-001	O	May 28, 2019 - June 7, 2019	6/28/2019
School Bus Driver (DPS)	19-0007B/1	O	January 14, 2019 - January 24, 2019	2/28/2019
School Bus Driver (DPS)	19-0007B-002	O	May 28, 2019 - June 7, 2019	7/3/2019
School Bus Driver (DPS)			Mid to Late August 2019	
Sewer Inspection Technician II	19-5129-001	P/O	May 28, 2019 - June 7, 2019	6/28/2019
Stores Clerk II	19-0201/1	P	February 4, 2019 - February 14, 2019	3/21/2019
Tree Servicer I	19-4001/1	P/O	January 14, 2019 - January 24, 2019	2/28/2019
Truck Driver (DPS)	19-0040B/1	O	January 14, 2019 - January 24, 2019	3/1/2019
Wastewater Treatment Maintenance Mechanic	19-5136-001	P/O	April 3, 2019 - April 15, 2019	5/16/2019
Wastewater Treatment Plant Operator	19-5121-001	P/O	April 15, 2019 - April 25, 2019	5/30/2019
Water & Sewer Worker II	19-5145/1	P/O	February 4, 2019 - February 14, 2019	3/20/2019
Water & Sewer Worker II			Mid to Late August 2019	
Water & Sewer Crew Leader	19-5146/1	P/O	January 14, 2019 - January 24, 2019	2/26/2019
Water & Sewer Crew Leader	19-5146-002	P/O	April 3, 2019 - April 15, 2019	5/15/2019
Water & Sewer Crew Leader			Mid to Late August 2019	
Water Laboratory Technician			Mid to Late August 2019	
Water Service Representative I	19-5005/1	P	January 14, 2019 - January 24, 2019	2/26/2019
Water Service Representative I	19-5005-002	P/O	May 28, 2019 - June 7, 2019	7/2/2019
Water Treatment Plant Operator I	19-5032-001	P/O	April 15, 2019 - April 25, 2019	5/29/2019
Water Treatment Plant Operator II	19-5033-001	P/O	June 3, 2019 - July 1, 2019	7/31/2019