



CIVIL SERVICE BOARD MEETING MINUTES AUGUST 25, 2022, 9:00 a.m.

BOARD MEMBERS PRESENT:	Thomas J. Ritchie, Sr., Chairperson Maria E. Oria, Member Darryl R. Smith, Member
BOARD MEMBERS ABSENT:	
STAFF PRESENT:	Ken Thomas, Secretary and Chief Examiner Sheila Crum, Executive Assistant to Civil Service Board David Lawrence, Employment Manager Stuart Walker, Employment Analyst I Sarika Sivagnanan, Employment Analyst I Jack Rice, Project Manager Toby Caserta, Project Manager
OTHER ATTENDEES:	Regina Blackshear, Clerk of Commission Norma Dickens, Senior Attorney Dawn Manuel, Division Manager – Human Resources Tracy Williams, Human Resources Analyst Kelly Yeane, President, Local 101 Perdesta Calhoun, Vice President, Local 101

I. ROLL CALL

The Chairperson, Thomas Ritchie, Sr., 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

Ms. Oria moved, seconded by Mr. Smith to approve the July 28, 2022 meeting minutes. The Board unanimously approved the motion.

III. ACTION ITEMS

1. Ms. Oria moved, seconded by Mr. Smith, to approve the extension of the following City of Dayton eligible lists due to expire in October of 2022:

Facilities Supervisor (Open 2)
Stores Clerk I (Promotional 3)
Water / Sewer Dispatcher (Promotional 2)

The motion passed.

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2. Ms. Oria moved, seconded by Mr. Smith, to approve the extension of the following Dayton Public Schools eligible lists due to expire in October of 2022:

Food Service Manager (Open 1)
Head Custodian (Open 2)
Level III – Clerical (Promotional 1)

The motion passed.

3. Mr. Smith moved, seconded by Ms. Oria, to approve the reclassification of Supervising Human Resources Analyst to Human Resources Supervisor and that this remains noncompetitive. The motion passed.
4. Ms. Oria moved, seconded by Ms. Oria, to approve the reinstatement requests as noted below:

- Previous Dayton Public Schools employee to the position of School Bus Driver
- Previous Dayton Public Schools employee to the position of School Bus Driver

The motion passed.

Mr. Smith moved, seconded by Ms. Oria, to disapprove the request for reinstatement from the previous Dayton Public Schools employee to the position of School Bus Driver. The motion passed.

5. Mr. Smith moved, seconded by Ms. Oria, to approve the request to remove the candidates from the eligible lists as noted:
 - Customer Service Technician I (#10 Open Competitive eligible list) – Candidate failed to report for interview [Section D].
 - Administrative Typist II (#11 Open Competitive eligible list) – Candidate failed to respond to the employment referral [Section C].
 - Equipment Operator II (#36 Open Competitive eligible list) – Candidate failed to respond to the employment referral [Section C].
 - 2022 Firefighter Recruit Promotional Eligible List
 - #34 Failed Background
 - 2022 Firefighter Recruit Open Competitive Eligible List
 - #38 Failed Background

- #44 Failure to Complete Process – No Call/No Show for Background Interview
- #50 Failure to Complete Process – No Call/No Show for Background Interview
- #58 Failure to Complete Process – No Call/No Show for Background Interview
- #68 Failed Background
- #72 Failure to Complete Process – No Call/No Show for Background Interview
- #80 Failure to Complete Process – No Call/No Show for Background Interview
- #81 Failure to Complete Process – No Call/No Show for Background Interview
- #82 Failure to Complete Process – No Call/No Show for Background Interview
- #96 Failure to Complete Process – No Call/No Show for Background Interview
- #114 Failure to Complete Process – No Call/No Show for Background Interview
- #155 Failure to Complete Process – No Call/No Show for Background Interview

The motion passed.

6. Ms. Oria moved, seconded by Mr. Smith, to approve the request for the temporary military waiver for Firefighter Recruit Candidate #52 (2022 Open Competitive eligible list). The motion passed.
7. Mr. Smith moved, seconded by Ms. Oria, to approve the request for the probationary discharges as procedurally correct:
 - Recreation and Parks Aide (PT) effective February 14, 2022 and the discharge was effective August 3, 2022.
 - Firefighter Recruit effective March 28, 2022 and the discharge was effective August 16, 2022.
8. Mr. Smith moved, seconded by Ms. Oria, to concur with the Secretary and Chief Examiner's determination regarding the reclassifications of titles and incumbents per Memorandum of Understandings as noted below:
 - The reclassification of Aircraft Rescue Firefighter (PT) to Aircraft Rescue Firefighter (FT) and the reclassification of the two (2) current incumbents.
 - The reclassification of Grounds Maintenance Worker to Equipment Operator II and the reclassification of the two (2) current incumbents.
 - The reclassification of two (2) Administrative Typist II positions in the Department of Aviation to Customer Service Technician I and the reclassification of two (2) current incumbents.
 - The reclassification of one (1) Building Attendant I (PT) position in the Department of Aviation to Airport Facility Worker (FT) and the reclassification of the current incumbent.

The motion passed.

IV. BOARD DISCUSSION ITEMS

None

V. BOARD COMMENTS

None

VI. SECRETARY AND CHIEF EXAMINER REPORT

See attached.

VII. ADJOURNMENT

Mr. Smith moved, seconded by Ms. Oria, that the Civil Service Board meeting of August 25, 2022 be adjourned. The motion passed and the meeting was adjourned at 9:56 a.m.



Ken Thomas,
Secretary and Chief Examiner



Thomas Ritchie, Sr., Chairperson