

AGENDA

MEDINA CIVIL SERVICE COMMISSION

November 2, 2022
8:00 am
Medina City Hall
Multi-Purpose Room

Approval of Minutes

Review the minutes from the regular meeting of September 21, 2022

Unfinished Business

- A. Communication Operator Test
- B. Medina City Schools Support Staff Job Postings
- C. Patrol Officer Testing
- D. Probationary Period for Promotional Appointments

New Business

- A. MCRC Facility Supervisor Revised Job Description

CIVIL SERVICE COMMISSION

DATE: September 21, 2022

PRESENT: Commission Chairman James Monhollen and Commission Members Delmar Jones and James Palmquist, Mayor Dennis Hanwell, Police Chief Ed Kinney, Schools Human Resource Director Jim Shields and Secretary Laureen Wilson.

Chairman Monhollen called the meeting to order at 8:02am. First matter was a review of the July 6, 2022 regular meeting minutes. Motion was made to approve the regular meeting minutes of July 6, 2022 as written and mailed. No discussion, motion seconded and carried 3-0 vote.

First Unfinished Business item was an update on the Communication Operator test. Had 38 candidates apply with no filing fee collected. 22 came to test and 2 DNP. Twenty eligible to take data entry, 5 DNP and 1 was a no show. 14 eligible, but one withdrew before certification. Two offers of employment made. Chief Kinney is worried that several dispatchers have been hired this year and none are staying. This is burning-out current employees. Worried they may start leaving. Chief Kinney would like the Commission to consider alternatives to civil service testing. Brunswick hires dispatcher by exceptional appointment and other cities hire new dispatchers to train and within a year, they need to pass a civil service test. Commissioner Palmquist asked when a new test will be needed. Chief Kinney stated tomorrow. Commissioner Palmquist stated maybe combining both thoughts of Exceptional Appointment for candidates with experience and then train/test non-experienced candidates within a year. Commissioners asked Chief Kinney to work up a new testing/hiring procedure that Mr. Huber and Mr. Hunt agree with and bring back to next meeting for consideration. Mayor Hanwell explained the Muni Court is having the same issue with Deputy Clerks. Both positions are stressful and each take special people to fill the seat. No action at this time.

Next Unfinished Business was an update on the Schools support staff job postings. Hired 18 summer applicants, but Mr. Shields stated several have quit already. Many IPP applicants do not understand the job responsibilities though they are all told during interviewing and testing. Schools would like to continue allowing secretary to collect applications continually and test as needed to allow the Schools for faster turn-around of scoring, interviewing & hiring. Mr. Shields noted several candidates credited the water bill insert as alerting them of the schools' job opportunities. Mayor Hanwell noted the unusual ways of recruitment and noted his appreciation. Commissioner Palmquist noted that there are two outside bulletin boards in the Square. Thought secretary might be able to post the jobs there. Mayor noted to contact George at Main Street and stated the second box is located by the Court House parking deck. Secretary will look at this option and will begin advertising again for the Schools so continuous acceptance of applications and testing can continue.

Next was discussion regarding the Patrol Officer test and application period. Forty-two applications received with 13 of them not showing for the written test. 6 DNP written, 8 DNP

physical fitness, 1 DNS for physical fitness. 14 eligible for Oral Boards. 1 person asked to be removed, department asked to remove 3 additional candidates for background issues, 1 removed for incomplete application with no background turned-in, which left 9 eligible. Two have been offered a position.

Chief Kinney noted Lafayette will have 2 patrol from Medina City continue patrolling the township if voters agree. More candidates will then be needed for consideration to fill other vacancies.

Chief Kinney did submit a lateral transfer procedure for consideration to add into the Civil Service Rules. Mayor Hanwell stated Mr. Huber is speaking with Todd Hunt from Walter & Haverfield who is reviewing the Chief's proposal. Hope to know more in a week or two along with looking into updating Civil Service Rules.

Mayor Hanwell will be out of town for the October 5th meeting. All present felt it was important to have him present reviewing new hiring proposals and agreed to delay the regular October meeting until October 12th at 8am in the Mayor's Office.

Next was discussion regarding the Police Lieutenant and Police Sergeant tests. Testing is completed and Sgt Bryan Wagner was promoted to lieutenant and Officer Raven Ory was promoted to sergeant.

Last Unfinished Business was an update on the Schools Mechanic Helper test. Two applications were received, both tested and one passed and one did not. Passing candidate was hired. Though Mr. Shields noted, one of his Head Mechanics have given him a notice of retirement at the end of this school year.

New Business was a discussion regarding the probationary period of Police Sergeant when promoted. Civil Service Rule VIII(K)(3) does not mention police sergeant as having to need to serve a one-year probationary period. If one were to read this section, they may mistakenly believe promoted police sergeant's serve only a 45-day probationary period. The Ohio Police & Fire union contract does address the probationary period of a newly appointed police sergeant to one year. Chief Kinney feels that appointees to police sergeants should be added to CSC Rule VIII., noting the need to serve a one-year period, for consistency. Commissioner Palmquist made a motion to modify Civil Service Rule VIII (K)(3) to add Appointees to Police Sergeant under the list that are to serve a probationary period of one (1) year following promotional appointment. Commissioner Jones second the motion and motion carried with a 3-0 vote.

With that, Chairman Monhollen noted the commission counts on the attendees to bring forth issues that need attention to help with daily business and thanked everyone for being here.

Meeting adjourned at 8:29am. October meeting will be October 12th in the Mayor's Office.

Unfinished Business

A. Communication Operator Eligible List

Classification is fully staffed.

B. Medina City Schools Support Staff Job Postings

Have been advertising and testing for various classifications. A job posting was sent over to Main Street to George's attention and he stated he would give it priority in the outdoor bulletin boards as he is able. Advertising in local papers, on Facebook and Cable channel.

Notice of Public Hearing

There will be a public hearing on the following proposed amendments to the Rules of the Richmond Heights Civil Service Commission on:

Wednesday, November 2, 2022 at 5:00 p.m. in the Richmond Heights City Council Chambers at City Hall, 26789 Richmond Rd.

October 25, 2022

PROPOSED AMENDMENTS TO RULES OF THE RICHMOND HEIGHTS CIVIL SERVICE COMMISSION

(DIVISION OF POLICE LATERAL HIRE PROVISIONS)

Section 5.21 / Acceptance of Applications and Minimum Requirements for Lateral Hires of Police Officers

Applications for lateral hire police patrol officers shall be accepted on an ongoing basis.

Applicants for lateral hire police officer positions shall: (a) currently or have previously been employed as a peace officer for a minimum of two (2) years at the time an application is submitted; (b) shall possess Ohio Peace Officers Training Academy ("OPOTA") certification; and (c) there shall be no more than a six (6)-month break in service from previous employment as an OPOTA-certified peace officer at the time an application is submitted.

Applicants for lateral hire police officer positions shall not be more than age forty-five (45) at the time of appointment to a patrol officer position with the City of Richmond Heights.

Lateral hire applications shall be kept on file for a period of one year following the date the application was submitted.

Section 5.22 / Examinations for Lateral Hire Police Officers

Whenever it appears to the Commission that the good of the service shall be promoted thereby, it may contact any of the police officers whose applications for lateral hire are on file and invite the officers to sit for an examination for the position of police patrol officer.

Section 5.81 / Adjustments to the Examination Grade for Lateral Hire Police Patrol Officers

An applicant for lateral hire to patrol officer in the Division of Police shall have the following adjustments made to the applicant's grade, provided that the applicant has scored a minimum passing grade of 70% on the examination and the proper endorsements have been made:

2 year associate college degree	2 pts
OR	
4 year college degree	3 pts
Qualified veteran (per U.S. Veterans Administration)	2 pts
Richmond Heights resident at time of application	1 pt

Proof of any items in this section must be endorsed by two of the members of the Commission, and copies attached to the applicant's file.

7.22 / Number of Certified Candidates for Lateral Hire Police Officer Position

The minimum number of candidates certified for a position shall be three per vacancy for a lateral hire police officer. There is no maximum number of candidates that may be certified for a lateral hire police officer position. The Commission may certify as many candidates as it deems appropriate to assure a selection for the Appointing Authority, while promoting the interests of the candidates.

(PROPOSED AMENDMENTS THAT DO NOT APPLY TO LATERAL HIRES)

7.21 / Number of Certified Candidates for Original Appointment Level Police Officers

The minimum number of candidates certified for a position shall be ten (10) per vacancy for original appointment level police officers, unless there are fewer than ten (10) eligible candidates and, in which case, a lesser number of candidates eligible for appointment shall be certified to the Appointing Authority. There is no maximum number of candidates that may be certified for an original appointment level police officer position. The Commission may certify as many candidates as it deems appropriate to assure a selection for the Appointing Authority, while promoting the interests of the candidates.

Modify Section 7.2 to clarify that it only applies to Division of Fire appointments, as follows:

Section 7.2 / Number of Certified Candidates for Appointments to Division of Fire

The minimum number of candidates certified for a position in the Division of Fire shall be computed as follows:

1 to 3 vacancies

add two to the number of vacancies

4 or more vacancies

add four to the number of vacancies

There is no maximum number of candidates that may be certified for a position in the Division of Fire. The Commission may certify as many candidates as it deems appropriate to assure a selection for the Appointing Authority, while promoting the interests of the candidates.

Medina Police Lateral Entry Program Proposal

The process of Lateral Entry is established as a method for hiring experienced Patrol Officers from other jurisdictions who have obtained and maintained Basic Ohio Peace Officer Certification. Candidates applying through this process shall meet the minimum requirements of the Civil Service Commission Rules and Regulations. Such candidates shall also meet the following prerequisites:

Candidate must be currently employed with a minimum of one (1) year of full-time experience, or previously employed within the last twelve (12) months as a full-time peace officer with an Ohio State Certified Law Enforcement Agency in a jurisdiction in the State of Ohio, including having completed the probationary period. A peace officer is defined in O.R.C. 109.71

Candidates must be OPOTA certified or present an OPOTA letter of training equivalency. The candidate will be required to pass the Medina Police Department physical agility test which will be proctored by a team of Medina Police Officers. The physical agility standards will be identical to OPOTA requirements for successful completion of the academy.

Candidate must also be a Citizen of the United States, at least 21 years of age and less than 41 years of age, have a valid Ohio Driver's license, be and remain insurable under the City's vehicle insurance program, have a high school diploma or GED, and be of good moral character.

Candidate disqualifiers include any felony level conviction or currently being charged or under indictment for any felony level offense. Current federal law disqualifies a police officer from possessing any weapon if he or she has been convicted of the misdemeanor offense of domestic violence. Convictions of other misdemeanors may also result in disqualification. Expunged and sealed criminal records are subject to review by the Chief of Police for disqualifying criminal history.

The Civil Service Secretary will review resumes and application documents to determine which applicants meet the lateral entry criteria. Extra credit shall be given for education and military service.

The candidate will take the Prado Quickview Law Enforcement Test as scheduled by the Civil Service Secretary. The Civil Service Secretary will record the test scores and maintain an eligibility list based on the Pradco competitive exam results along with any extra credit points.

Any lateral transfer candidate given a conditional offer of employment is subject to completion of a polygraph examination, an extensive background investigation, and a psychological assessment.

Applicants appointed through this process shall be appointed to the rank of Patrol Officer. Seniority for lateral entry Patrol Officers shall be based on the date of hire with the City of Medina. Seniority for promotion or lay-off purposes for such officers shall also begin with the date of appointment as a Patrol Officer with the Medina Police Department.

Persons appointed through the lateral entry process to the position of Patrol Officer shall serve a probationary period of one (1) year. Employees selected through the Lateral Hire Process shall be entitled to all other rights attributed to the classified service, following successful completion of the probationary period.

The Appointing Authority shall have the option to hire from either the competitive test certified or lateral transfer list. The Civil Service Commission would certify a listing of up to the top ten (10) candidates to the Appointing Authority.

The Commission has the discretion to update, revise and approve the Lateral Transfer List. In the event of a revision, candidates on the existing Lateral Transfer List shall be adjusted accordingly on the placement of such revised Lateral Transfer List. Candidates on an existing Lateral Transfer List shall be notified by the Commission of the approval of any revised Lateral Transfer List.

Unfinished Business

C. Patrol Officer Test

Chief Kinney provided an updated proposal for testing/hiring lateral transfer patrol officers after he read a proposed amendment to the city of Richmond Hts Civil Service Rules being revised by Attorney Todd Hunt. See both documents attached.

Chief Kinney is suggesting patrol officers who qualify as lateral transfers can submit their application at any time. These applications will be kept on file (for a period of one year). When there is a need to hire, all police officers, whose applications are on file, will be contacted and invited to sit for an examination, using PRADCO who can assess a numerical score to their process. Extra credit points (education & military) will be added to the PRADCO score and an eligible list created.

Sample of PRADCO's test report is attached also. See email attached also from Larry Borodkin from PRADCO. The Technical Manual helps explain the process better and gives a passing score set at 60 or above.

Laureen Wilson

From: Larry Borodkin <LBorodkin@pradco.com>
Sent: Friday, October 28, 2022 1:22 PM
To: Laureen Wilson
Cc: Larry Borodkin
Subject: RE: medina civil service
Attachments: PRADCO Quick View™ Law Enforcement Behavior Definitions.pdf; PRADCO Quick View™ Law Enforcement Sample w Benchmarks.pdf; PRADCO Quick View™ Law Enforcement Tech Manual & Cover Page.pdf

Hi Laureen!

I hope you are doing well, too. I know this can be a little confusing at the start, but please let me explain the process.

- 1) A discussion with the Chief takes place to determine the behaviors that he (and others) believe are most critical for success on the job – see the document that lists the behaviors measured on the Quick View™ Law Enforcement Assessment.
- 2) Those behaviors are then highlighted in the Quick View™ Law Enforcement Assessment.
- 3) Candidates take the Quick View™ Law Enforcement online (about 15 minutes or so) and then the report is generated and sent to the designated person at the city. The assessment can be completed on a computer, tablet, or phone. Since there are no right or wrong answers, it does not need to be proctored.
- 4) The overall score is determined by the number of targeted behaviors hit (noted with a check mark), near misses, and extreme scores. The misses are indicated by an X. The exact scoring system is a proprietary algorithm.
- 5) The remaining pages of the report go into more detail about the individual behaviors and then interview questions and coaching suggestions are offered at the end of the report.

In case it is needed, I have also attached the technical manual so you would have as much background information as possible.

Please let me know if this helps.

Larry

From: Laureen Wilson <lwilson@medinaoh.org>
Sent: Friday, October 28, 2022 12:18 PM
To: Larry Borodkin <LBorodkin@pradco.com>
Subject: medina civil service

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Larry-
Hope this email finds you doing well.

Chief Kinney told me he has been speaking with you regarding lateral transfers of patrol officers. I am putting this proposal on the agenda for next week. But, I need a better understanding of how the scoring works and what are your suggestions as to a passing point.

The example report Chief gave me, I am unsure why the score was 32. I added all the individual scores up then divided for an average, but that was 59....not sure. And can you explain how the people are tested. Are they interviewed or is it a computer test where given scenarios and have to figure out how they would handle the situation?

I have not been involved in this type of testing that the department has potential hires participate in.

Can you help explain or send information about scoring.

Thank you in advance.

*Laureen Wilson, Secretary
Medina Civil Service Commission
132 N. Elmwood Ave
Medina, Ohio 44256
(P) 330.722.9077
(F) 330.722.9036*

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Unfinished Business

D. Probationary Period for Newly Appointed Police Sergeant

Request for Council Action concerning the revision to Civil Service Rule VIII(K)(3), including Police Sergeants as serving a one-year probationary period went before Finance Committee October 24th and will advance to the next Council meeting for final approval.

New Business

A. Job Description Revision for MCRC Facility Supervisor

The MCRC is respectfully requesting approval of a revised job description for the Facility Supervisor.

Currently the Rec Center has a full-time vacancy in the programming department but is reluctant to fill that position until membership numbers have recovered to pre-COVID status. The proposed job description change adds language that enables the Facility Supervisor to assist with planning, coordinating and implementing rec center programs and events along with supervising those employees as needed. Language regarding reviewing rental requests has been removed.

Also, being proposed to Council will be an amendment to the pay grade associated with this classification, from the current 8 A-F (\$22.71 – \$28.98) to 9 A-F (\$23.85 - \$30.43). This is a classified, full-time position, with benefits. The request will additionally propose moving the pay rate of the person in this position from 8A to 9B, to reflect the additional programming responsibilities that have been performed since September 19th with great results and profits.

Also being proposed to Council will be changing the vacant Program Specialist position's pay rate from 7A-F (\$21.63 - \$27.60) to 6A-F (\$20.60 – 26.29).

**Pending Law Director review of the job description.

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: Facility Supervisor
REPORTS TO: Recreation Center Director
DEPARTMENT/DIVISION: Recreation
CIVIL SERVICES STATUS: Classified
JOB STATUS: Full-time
EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: As part of an evolving, fast-paced organization, the individual in this classification will be responsible for a multitude of tasks within the Medina Community Recreation Center (MCRC). This individual is primarily responsible for the overall supervision of the specific facility area, personnel and daily operations during various facility hours. The individual in this position is under the general supervision of the Recreation Center Director.

ESSENTIAL JOB FUNCTIONS:

- Manages part-time facility staffing including hiring, training, scheduling and supervising of employees in the Fitness Room, Facility Attendants, Facility Monitors and programming staff as needed.
- Assists in planning, directing and coordinating MCRC programming for participants of all ages and interests.
- Oversees specific program operations, including but not limited to planning, space arrangement, enrollment, problem solving, facility management and program evaluation.
- Conducts part-time staff meetings, as required, to provide appropriate training and development.
- Maintains proper operation of Fitness Room equipment including cleaning and maintenance.
- ~~Reviews facility rental requests including appropriate facility use and staffing coverage.~~
- Oversees the facility set-up required for MCRC sponsored rentals, programs and special events and assists with staffing and coordination.
- Coordinates all part-time and full-time staffing certifications in Cardiopulmonary Resuscitation/AED and First Aid, excluding lifeguard certifications.
- Researches new equipment purchases for facility and maintains facility equipment inventory.
- Maintains Emergency Action Plan and Procedures and Facility Area Staff Manuals.
- Assists Center Director with developing and maintaining standard operating procedures policy and operational manual and employee handbook.

Interprets and enforces City and Department policies, procedures, rules and regulations.

Reports details of day-to-day operations of MCRC to Center Director on a regular basis.

Oversees daily operations of the vending facilities.

Maintains regular and consistent attendance.

Prepares monthly reports and statistics regarding facility usage and participant counts.

Assists Center Director in preparing facility budget and bi-weekly staffing payroll.

Assists Center Director in coordinating custodial and maintenance responsibilities and concerns with the Medina City School staff.

Oversees patron safety, security, and disciplinary issues.

Serves as full-time Manager on Duty as assigned.

Serves as the person in charge in the absence of the Center Director.

Attends seminars, conferences and workshops to gain knowledge to further upgrade Department programs and day-to-day operations.

Attends Recreation Board meetings, when required.

Assists fellow employees as required and works closely with fellow staff members and community in carrying out department goals.

Able to perform the physical demands that include but are not limited to having the strength and endurance to walk during long periods of time, along with the ability to spend time standing, bending, stooping, crawling, squatting, lifting, kneeling, reaching throughout the day.

EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's Degree in Sports Management, Public Leisure or Recreation preferred.

Increasing responsibility in professional recreation including work in a private, public or military recreation delivery system. Advanced degree may be applied toward experience requirement.

License:

Valid driver's license issued by the State of Ohio and must remain insurable under the City of Medina's vehicle insurance plan.

Certification:

Cardiopulmonary Resuscitation/ AED
First Aid

QUALIFICATIONS:

Knowledge of:

- Comprehensive recreation programs; and
- Principles of public recreation and its application at a local level.
- Computers, programs and membership software, including but not limited to Microsoft Office, Excel, and Word.

Skilled in:

- Overseeing various Department functions such as program development, marketing and budgeting; and
- Customer service.

Ability to:

- Supervise part-time employees;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- Read and write reports, correspondence and instructions;
- Operate motor vehicles safely;
- Understand and follow complex oral and written instructions;
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers; and
- Provide administrative and professional leadership and direction to Department personnel.

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend part of each working day in the office and throughout the Recreation Center and City of Medina’s Parks. The position includes a high incidence of interaction with fellow employees and patrons.

WORKING CONDITIONS:

Will be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____