

**MINUTES OF A REGULAR MEETING OF THE
CITY OF BROOKLYN CIVIL SERVICE COMMISSION
WEDNESDAY, AUGUST 17, 2011 5:00 PM**

Meeting called to order at 5:00 p.m.

MEMBERS PRESENT: Chairperson Dan Enovitch, Commissioner Deborah Gamble and Commissioner Sonia Brown.

MEMBERS ABSENT: None.

MOTION by Gamble, second by Brown to approve the minutes of the Regular Meeting held Thursday, June 16, 2011; the minutes of the Regular Meeting held Wednesday, July 20, 2011; and the minutes of the Special Meeting held Wednesday, August 10, 2011.

VOTE RESULTED: Yeas – Enovitch, Brown, and Gamble. Nays – None.

Discussion regarding the positions of Accounting Clerk II and Clerk Typist in the Treasurer's Office followed. Mr. Todd Hopkins, Assistant Treasurer and Technology Coordinator was present at the meeting representing the Brooklyn City School District. Mike Esposito from Clemans, Nelson was also present to clarify the options available for the filling of these positions. Previously the Commission had granted authority to the School District to promote the individual holding the Clerk Typist position to assume also the Accounting Clerk II position. This person then preformed both positions at separate pay rates. Discussion regarding how the school would handle filling the positions followed. The Commission noted that the School District would need to have in place an evaluation system for the candidates. This evaluation process must be forwarded to the Commission and be retained in the file. Also, the Commission must be notified when the positions are filled. Mr. Hopkins will also finish an electronic copy of the most recent union contract (Aug. 1, 2011). After further discussion, **MOTION** by Enovitch, second by Brown that finding that there is no list and due to the urgency of filling such positions within the Treasurer's Office of the Brooklyn City School District due to the proximity of the school year the Commission pursuant to ORC 124.30(A)(1) permits the appointing authority of the Brooklyn City School District to utilize a non-competitive examination process for filling these positions.

VOTE RESULTED: Yeas – Enovitch, Brown, and Gamble. Nays – None.

Discussion regarding the Police Sergeant Promotional Test followed. Chief Mark Tenaglia requested that the candidates have a 90 day study period for the written examination. Mike Esposito noted that one of the recent changes to the Civil Service Rules was the elimination of seniority credit. After further discussion, **MOTION** by Enovitch, second by Brown for the purpose of the Promotional Examination for Sergeant, pursuant to ORC 124.31(B) that Rule 8, Section 3 Promotional Seniority Credit of the City of Brooklyn Civil Service Rules be eliminated and seniority credit shall not be given.

VOTE RESULTED: Yeas – Enovitch, Brown, and Gamble. Nays – None.

Mike Esposito also noted the change that any eligibility list expires upon the filling of such position but can be used again for up to one year. Mike also noted that selection for entry level is now from the top 25%, not the top ten. The other change to Civil Service included in the budget bill dealt with reductions in force and layoffs, allowing for furlough procedures and work week reductions rather than a layoff.

The Commission directed Mike Esposito to update the Commission Rules to effect the recent changes and to provide the Commission with an electronic copy for approval and adoption.

There being no other business to come before the Commission, meeting adjourned.