

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – September 15, 2022 – 8:00 A.M.
CONFERENCE ROOM 2C**

ROLL CALL

Meeting called to order

Members present: Tom Brickey, Chair
Bill Becker, Vice-Chair
Kathleen Batliner, Member

Staff Present: Chelsea Spurlock, Human Resources Specialist

APPROVAL OF MINUTES

Motion: Moved by Ms. Batliner to approve the minutes of the meetings held August 18, 2022. Mr. Becker seconded the motion. **Motion passed.**

NEW BUSINESS

1. Eligibility Lists

- a. **Patrol Officer** – Chelsea Spurlock advised the commission that we had 25 apply, 11 were no shows, 2 failed, and 12 passed both the written and physical agility test that was held on Saturday, August 20, 2022. She stated the department reviewed the applications and recommends them to remain on the eligibility list. Mr. Brickey came in prior to the meeting to review the applications. **Motion:** Moved by Mr. Brickey to approve the eligibility lists for Patrol Officer. Ms. Batliner seconded the motion. **Motion passed.**
- b. **Executive Account Clerk**- Chelsea Spurlock advised the commission this is a promotional position within the Finance Department. Ms. Spurlock stated that 5 applied, 3 failed and 2 passed the written examination held on Tuesday, August 23, 2022. Both candidates are recommended for the eligibility list. **Motion:** Moved by Ms. Batliner to approve the eligibility lists for Executive Account Clerk. Mr. Brickey seconded the motion. **Motion passed.**
- c. **Dispatcher** – Chelsea Spurlock advised that 25 applied, 14 were no shows, and 11 passed the written examination held on Thursday, August 25, 2022. Ms. Spurlock further stated the department is recommending the eleven to remain on the eligibility list. Mr. Brickey came in prior to the meeting to review the applications. **Motion:** Moved by Mr. Brickey to approve the eligibility lists for Dispatcher. Ms. Batliner seconded the motion. **Motion passed.**
- d. **Patrol Officer** – Chelsea Spurlock advised the commission an open testing was held on Wednesday, August 31, 2022 and the applicant passed both the physical and written examination. She stated the department reviewed the application

and recommends them to remain on the eligibility list. Mr. Brickey came in prior to the meeting to review the application. **Motion:** Moved by Ms. Batliner to approve the eligibility lists for Patrol Officer. Mr. Brickey seconded the motion. **Motion passed.**

- a) **Fire Chief-** Chelsea Spurlock advised the Commission this is a promotional position within the Fire Department. Ms. Spurlock stated that 2 applied and both candidates passed the assessment center that was held by Ohio Fire Chiefs Association on Saturday, August 27, 2022. Both candidates are recommended for the eligibility list. **Motion:** Moved by Mr. Brickey to approve the eligibility lists for Fire Chief. Ms. Batliner seconded the motion. **Motion passed.**

2. Position Descriptions-

a. Income Tax Auditor

Chelsea Spurlock reviewed the position description for the position of Income Tax Auditor with Commission. She stated the minor changes which were noted (number of income tax accounts and population change). **Motion:** Moved by Mr. Becker to approve the position description for Income Tax Auditor. Ms. Batliner seconded the motion. **Motion passed.**

b. Process Control Supervisor

Chelsea Spurlock reviewed the position description for the position of Process Control Supervisor with Commission. She stated there were minor changes with the position description. She further stated the only changes made was the increase in years of experience and the requirement of a Class III license. Commission wanted an explanation and clarification to the changes. They were concerned this would make it more difficult to recruit for this role. We will be bringing this to our next meeting for a better understanding.

3. Update on Job Announcements/Exams

Commission received the job postings for Equipment Operator, Engineer, Income Tax Auditor, Process Control Supervisor, and Firefighter-EMT. Ms. Spurlock stated Commission would be receiving those eligibility lists in the near future.

REPORTS

1. Personnel Transactions

Commission received the Personnel Transactions for the month of August 2022.

ADJOURN

Chelsea Spurlock advised that the next meeting is October 20, 2022. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Becker seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: _____