



CIVIL SERVICE COMMISSION MEETING

Minutes from Meeting on June 16, 2022

The meeting commenced at **1:00 PM**. Staff members in virtual attendance were Chief Examiner Michael Duerr, Kay Barnes, Chelan Robbins and Danielle Marks.

ROLL CALL OF THE COMMISSION

Present via Teams were Commission Chair Ethel McNeal, Commissioner Scott Bader, Commissioner Jo Metzger-Levin and Legal Counsel Jordan Stephens.

SUBMITTAL AND APPROVAL OF THE MINUTES

Commissioner Bader moved to approve the minutes of the May 26, 2022 meeting. Commissioner Metzger-Levin seconded the motion. The motion was approved unanimously.

PUBLIC COMMENT

No public in attendance. No public comment by correspondence.

REVIEW OF THE PERSONNEL ACTION REPORT

Commissioner Bader moved to approve the Personnel Action Report for May 2022. Commissioner Metzger-Levin seconded the motion. The motion was approved unanimously.

REVIEW OF THE CHIEF EXAMINER APPROVAL OF CALLS FOR APPLICANTS

Commissioner Metzger-Levin moved to approve the Chief Examiner Approvals of Calls for Applicants for June 2022. Commissioner Bader seconded the motion. The motion was approved unanimously.

REVIEW OF THE CHIEF EXAMINER CERTIFICATIONS OF ELIGIBLE REGISTERS

Commissioner Bader moved to approve the Chief Examiner Certifications of Eligible Registers for June 2022. Commissioner Metzger-Levin seconded the motion. The motion was approved unanimously.

NEW BUSINESS

New Classification Specifications

- i. **Parks and Grounds Maintenance Supervisor.** Commissioner Bader moved to approve the new classification specification for Parks and Grounds Maintenance Supervisor. Commissioner Metzger-Levin seconded the motion.

Mike Duerr shared the genesis of this Classification Specification. At the request of AFSCME, additional language has been proposed to the Nature of Work section to provide clarity in the reporting structure. The proposed language is in bold:

The work is usually performed with considerable independence **under the general direction of the Assistant Parks Director or their designee**, with periodic review for results obtained, changes in work methods, and adherence to departmental policies.

Commissioners Bader and Metzger-Levin accepted this amendment and sustained their motion to approve. The motion was approved unanimously.

Revised Classification Specifications

- i. Custodian.** Commissioner Metzger-Levin moved to approve the revised classification specification for Custodian. Commissioner Bader seconded. The motion was approved unanimously.
- ii. Assistant Fire Marshal.** Commissioner Bader moved to approve the revised classification specification for Assistant Fire Marshal. Commissioner Metzger-Levin seconded. The motion was approved unanimously.
- iii. Fire Battalion Chief.** Commissioner Metzger-Levin moved to approve the revised classification specification for Fire Battalion Chief. Commissioner Bader seconded. The motion was approved unanimously.
- iv. Fire Captain.** Commissioner Bader moved to approve the revised classification specification for Fire Captain. Commissioner Metzger-Levin seconded. The motion was approved unanimously.
- v. Fire Inspector.** Commissioner Metzger-Levin moved to approve the revised classification specification for Fire Inspector. Commissioner Bader seconded. The motion was approved unanimously.
- vi. Firefighter Driver.** Commissioner Bader moved to approve the revised classification specification for Firefighter Driver. Commissioner Metzger-Levin seconded. The motion was approved unanimously.
- vii. Firefighter Paramedic.** Commissioner Metzger-Levin moved to approve the revised classification specification for Firefighter Paramedic. Commissioner Bader seconded. The motion was approved unanimously.
- viii. Medical Service Officer.** Commissioner Bader moved to approve the revised classification specification for Medical Service Officer. Commissioner Metzger-Levin seconded. The motion was approved unanimously.
- ix. Fire Division Chief.** Commissioner Metzger-Levin moved to approve the revised classification specification for Fire Division Chief. Commissioner Bader seconded. The motion was approved unanimously.

OTHER BUSINESS

- A. Diversity Wheel. Diversity training was provided by the City's Equity Manager, Kay Barnes.
 - a. Shared the Diversity Wheel training tool - Building connections and inclusivity

ADJOURNMENT

The meeting adjourned at 1:33 PM.

Respectfully submitted,
Danielle Marks