

**ORDINANCE NO. 18-25**

**AN ORDINANCE AMENDING SECTION 31.05 AND 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE CIVIL SERVICE SECRETARY AND REVISED JOB DESCRIPTION.**

**WHEREAS:** Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio presently reads in part as follows pertaining to the Civil Service Department:

**CIVIL SERVICE COMMISSION**

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Secretary to Civil Service Commission	11 A-F

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:**

**SEC. 1:** That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read as follows pertaining to the Civil Service Department:

**CIVIL SERVICE COMMISSION**

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Secretary to Civil Service Commission	<del>11 A-F</del> 13 A-F

**SEC. 2:** That Section 31.07 shall be amended with the addition of the revised Job Description for Civil Service Secretary, marked Exhibit A, attached hereto and incorporated herein.

**SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

**SEC. 4:** That this Ordinance shall be effective the next pay after effective date of the Ordinance.

**PASSED:** January 27, 2025

**SIGNED:** John M. Coyne, III  
President of Council

**ATTEST:** Kathy Patton  
Clerk of Council

**APPROVED:** January 28, 2025

**SIGNED:** Dennis Hanwell  
Mayor

**PROPOSED**

ORD 18-25  
Exh. A

**THE CITY OF MEDINA  
JOB DESCRIPTION**

**TITLE:** Secretary of Civil Service Commission

**REPORTS TO:** Civil Service Commission

**DEPARTMENT/DIVISION:** Civil Service

**CIVIL SERVICES STATUS:** Classified

**JOB STATUS:** Full-time

**EXEMPT STATUS:** Non-exempt

**CLASS FEATURES:** ~~The~~ **This** employee ~~in this classification~~ **consistently** administers the policies and procedures of the Medina City Civil Service Commission. This is a ~~responsible personnel position~~ requires knowledge of ~~personnel practices, including~~ applicable State and local laws and statutes pertaining to public personnel administration. ~~This employee in this classification~~ handles Civil Service duties for the City of Medina and the Medina City Schools, and is responsible for maintaining good public relations with citizens and employees of the City and its schools. ~~Work is performed under the general direction of the Civil Service Commission.~~ This employee ~~in this classification~~ works independently of City administration and City Council, and reports to and is supervised by the Civil Service Commission only.

**ESSENTIAL JOB FUNCTIONS:**

Schedules and attends Civil Service Commission meetings as required.

Compiles, produces, and distributes agenda for Civil Service Commission meetings.

Records Commission meeting minutes prepared for citizen inspection.

Processes correspondence and information as directed by the Commission.

Attends hearings at the request of the Chairperson and ~~keep~~ records minutes ~~thereof~~.

**Provides guidance on civil service regulations and procedures.**

Reviews and certifies City payroll, longevity, uniform allowances and education pay.

Generates appointing authority forms for all City employees, including new hires, transfers and promotions.

Maintains **accurate** personnel records for all City employees, job classification status, certifications, etc.

Prepares annual Department budget.

Prepares examinations for entrance and promotional examinations.

## PROPOSED

Prepares announcements and advertisements for examinations for Medina City Schools support staff positions and all City of Medina positions, **classified and unclassified, using various outlets such as newspaper, social media, community boards, etc..**

Assists Commission in choosing test administrators for examinations that are contracted out and works closely with **those** test administrators chosen.

~~Grades examinations, notifies candidates of scores test results and ranks those who pass exam.~~

Administers Civil Service examinations, **scores exams timely, creates resulting eligibility lists ranking those who pass based on test scores, and notifies candidates of test results.**

~~Prepares eligibility lists from examination results.~~

Maintains test registers and statistical sheets for all examinations given.

Certifies names from eligibility lists to appointing authorities **and sends copies of candidates' applications and supplemental documents.**

**Arrange, administer, and manage internal school employees' testing and skill assessments to help identify candidates for other potential classification opportunities ensuring performance standards.**

Administers and maintains the City's Position Classification Plan as required by the Payroll Code, including revisions to current job descriptions and ~~incorporation of~~ **adds** job descriptions ~~for~~ **of** newly established positions.

Maintains **accurate** Department records and **timely updates** to website.

Oversees Drug and Alcohol Testing program, random drug screens, billing and counseling resources for the City of Medina.

**Conducts, monitors and tracks pre-employment and annual queries for all CDL drivers through the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse to ensure compliance with federal regulations.**

**Maintains up-to-date records of all FMCSA queries and results.**

Provides guidance and ensures compliance with ADA, EEOC, FMLA and other Federal regulation as they relate to hiring practices and employee requests.

Submits **required** city, state and federal reports ~~as required~~.

**Collaborates with Finance department to resolve payroll discrepancies.**

~~Disseminates information in response~~ **Responds** to inquiries received from the public, City personnel and government officials as required.

~~Advises~~ **Informs** the Commission of possible violations of Civil Service Rules and of changes to Civil Service Rules ~~that might be required.~~

## PROPOSED

Performs research on Civil Service Procedures as required.

**Assists in the development, implementation, and promotion of employee wellness program.**

**Acts as a liaison between employees and wellness program providers.**

Maintains regular and consistent attendance.

Able to perform physical demands that include but are not limited to being able to sit continuously at a computer terminal, desk or work station. Able to spend time walking, standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching throughout the work day.

**Other duties as assigned.**

### **EDUCATION, TRAINING AND EXPERIENCE:**

Extensive experience with personnel matters with demonstrated increased responsibility.

High School diploma or GED, supplemented by courses in personnel administration or some professional personnel experience and graduation from an accredited college or university **preferred**, or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

**Working knowledge of payroll processing and employee wellness programs preferred.**

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Current principles and practices of public personnel administration; and
- The operations, functions and scope of authority of the City departments as related to the administration of state and City Civil Service Rules and Regulations.

#### **Skilled in:**

- Making decisions ~~in accordance with~~ **according to** rules and regulations and established procedure;
- Composing ~~correspondence~~ **written and verbal communication** and **able** to perform personnel tasks with a minimum of supervision;
- **Strong organizational, time management and multitasking skills;**
- **Proficient in Microsoft Office.**

#### **Ability to:**

- Communicate effectively in writing or orally with co-workers, supervisors and the general public.
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers;

## PROPOSED

- Understand and follow ~~oral~~ **verbal** and written instructions;
- Provide administrative and professional leadership and direction to **various** Department personnel;
- **Maintain confidentiality of sensitive information;**
- **Work independently.**

### ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend a large portion of the working day at a desk or computer station. The position includes a high incidence of interaction with citizens, government officials and other municipal employees, occasionally under stressful conditions **with tight timelines.**

### WORKING CONDITIONS:

Work performed may involve irregular hours, including testing on weekends or evenings, and attending employee hearings during evening hours. May also be required to work outside normal business hours including weekends, evenings and holidays **as work requirements dictate.**

### EQUIPMENT USED:

**Office equipment such as:** Computer, calculator, copier, ~~fax machine telephone, etc.. and other office equipment.~~

**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 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: \_\_\_\_\_