

Miamisburg Civil Service Commission
Minutes
February 22, 2022

Mr. Grainger called the meeting to order. The following Commission members were present: Steve Case, Wayne Gilkison, Wayne Grainger, and Joe Unice. The following staff members were present: Leslie Kohli and Michelle Collins.

Mayor Collins administered the oath of office to Steve Case and Joe Unice.

A motion was made by Mr. Case to nominate Mr. Gilkison as Chair. Mr. Grainger seconded. Motion carried. A motion was made by Mr. Gilkison to nominate Mr. Unice as Vice Chair. Mr. Case seconded. Motion carried.

The minutes of the November 4, 2021 meeting were presented for approval. Mr. Unice moved to approve the minutes as presented. Mr. Case seconded. Motion carried.

Ms. Kohli presented the minimum qualifications for the Light Equipment Operator in the Public Works Department. This position is an entry level position. The only change to this position is that you need to possess a minimum of a Class B Ohio Commercial Driver's License (CDL) with tanker endorsement or obtain within 6 months of position appointment.

A motion was made by Mr. Case to approve the minimum qualifications for the Light Equipment Operator in the Public Works Department. Mr. Unice seconded. Motion carried.

Ms. Kohli presented the minimum qualifications for the Stormwater Supervisor in the Public Works Department. The only change to this position is that they need to obtain a Stormwater Inspector Certification within three years of appointment.

A motion was made by Mr. Case to approve the minimum qualifications for the Stormwater Supervisor in the Public Works Department. Mr. Grainger seconded. Motion carried.

Ms. Kohli presented the selection procedures for the Stormwater Supervisor in the Public Works Department. These procedures mirror all the other procedures that the Commission has previously passed.

A motion was made by Mr. Grainger to approve the selection procedures for the Stormwater Supervisor in the Public Works Department. Mr. Case seconded. Motion carried.

Ms. Kohli presented the minimum qualifications for the Program & Events Supervisor in the Parks & Recreation Department

A motion was made by Mr. Gilkison to approve the minimum qualifications for the Program & Events Supervisor in the Parks & Recreation Department. Mr. Grainger seconded. Motion carried.

Ms. Kohli presented the selection procedures for the for the Program & Events Supervisor in the Parks & Recreation Department. These procedures mirror all the other procedures that the Commission has previously passed.

A motion was made by Mr. Gilkison to approve the selection procedures for the for the Program & Events Supervisor in the Parks & Recreation Department. Mr. Case seconded. Motion carried.

Ms. Kohli presented the minimum qualifications for the Human Resources Specialist. This position hasn't been updated in nine years. The position has evolved over the years. This position is similar to the Finance Specialist position that the Commission approved in November

A motion was made by Mr. Case to approve the minimum qualifications for the Human Resources Specialist in the Human Resources Department. Mr. Unice seconded. Motion carried.

Ms. Kohli presented the selection procedures for the Human Resources Specialist in the Human Resources Department. These procedures mirror all the other procedures that the Commission has previously passed.

A motion was made by Mr. Case to approve the selection procedures for the Human Resources Specialist in the Human Resources Department. Mr. Gilkison seconded. Motion carried.


Ms. Kohli presented the entry level police officer list for certification.

A motion was made by Mr. Case to approve the entry level police officer list for certification. Mr. Grainger seconded. Motion carried.

There being no further business to come before the Commissioners, Mr. Grainger declared the meeting adjourned.



Wayne Gilkison, Chair



Kim Combs, Secretary