

Miamisburg Civil Service Commission
Minutes
November 10, 2022

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

Mayor Collins administered the Oath of Office to Carissa Ross.

A motion was made by Mr. Gilkison, seconded by Mr. Unice to excuse Steve Case. Motion carried.

The minutes of the February 22, 2022 meeting were presented for approval. Mr. Unice moved to approve the minutes as presented. Mr. Gilkison seconded. Motion carried.

Ms. Kohli explained that all the selection procedures being brought before the Commission this evening are similar to what has been brought to this board in the past.

Ms. Kohli stated that the Sports Operations Supervisor and Sports Operations Coordinator are new positions. The organizational chart for Parks and Recreation has a Recreation and Special Events Superintendent with three Supervisors, one being the Sports Operations Supervisor. The Sports Operations Coordinator role has been filled with seasonal positions in the past but will now be a full-time year-round position assisting the Supervisor with MBSL as well as the Mound Golf Course.

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

A motion was made by Ms. Ross, seconded by Mr. Unice to approve the selection procedures for the Sports Operations Supervisor in the Parks & Recreation Department. Motion carried.

A motion was made by Ms. Ross, seconded by Mr. Gilkison to approve the selection procedures for the Sports Operations Coordinator in the Parks & Recreation Department. Motion carried.

Ms. Kohli presented the minimum qualifications and selection procedures for the Program & Events Coordinator in the Parks & Recreation Department.

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

A motion was made by Mr. Grainger, seconded by Mr. Unice to approve the selection procedures for the Program & Events Coordinator in the Parks & Recreation Department. Motion carried.

Ms. Kohli presented the minimum qualifications and selection procedures for the Communications & Marketing Coordinator. All the marketing was too much for one person, so the Communications & Marketing Coordinator position was created.

A motion was made by Mr. Unice seconded by Ms. Ross to approve the minimum qualifications for the Communications & Marketing Coordinator in the Parks & Recreation Department. Motion carried.

A motion was made by Mr. Grainger, seconded by Mr. Gilkison to approve the selection procedures for the Communications & Marketing Coordinator in the Parks & Recreation Department. Motion carried.

Ms. Kohli presented the minimum qualifications and selection procedures for the Recreation Operations Coordinator. This position will help coordinate day camps and the traveling playground.

A motion was made by Mr. Grainger, seconded by Mr. Unice to approve the minimum qualifications and the selection procedures for the Recreation Operations Coordinator in the Parks & Recreation Department. Motion carried.

Ms. Kohli presented the minimum qualifications and selection procedures for the Finance Clerk in the Finance Department. The Finance Clerk position will cross train in accounts payable, tax and water billing.

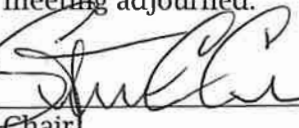
A motion was made by Mr. Grainger, seconded by Mr. Gilkison to approve the minimum qualifications for the Finance Clerk in the Finance Department. Motion carried.

A motion was made by Mr. Gilkison, seconded by Mr. Grainger to approve the selection procedures for the Finance Clerk in the Finance Department. Motion carried.

Ms. Kohli presented the minimum qualifications and selection procedures for the Finance Technician in the Finance Department. The Finance Technician position has additional duties beyond that of a Finance Clerk. This position requires a finance degree or equivalent finance experience.

A motion was made by Mr. Grainger, seconded by Mr. Gilkison to approve the minimum qualifications and the selection procedures for the Finance Technician in the Finance Department. Motion carried.

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



Chair

3-28-2023



Kim Combs, Secretary