

Miamisburg Civil Service Commission  
Minutes  
November 4, 2021

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

Mayor Collins administered the oath of office to Wayne Grainger. The Mayor also thanked each member for volunteering their time. She presented them with a gift.

The minutes of the April 22, 2021 meeting were presented for approval. Mr. Gilkison moved to approve the minutes as presented. Mr. Grainger seconded. Motion carried.

Ms. Kohli stated that the Finance Department consists of a Finance Director, Assistant Finance Director, Tax and Water Billing. Each department has Finance Technicians. The Finance Director wants to give employees an opportunity to step up in the department, so the position of Finance Specialist was created. Ms. Kohli presented the minimum qualifications for the Finance Specialist in the Finance Department.

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

Ms. Kohli presented the selection procedures for the Finance Specialist in the Finance 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 Finance Specialist in the Finance Department. Mr. Unice seconded. Motion carried.

Ms. Kohli presented the minimum qualifications for the Utilities Supervisor in the Public Works Department. The changes for this position are minor. This position change required that the degree be an associate degree instead of a bachelor's degree. The other change required a minimum of five years in public works instead of three years.

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

Ms. Kohli presented the selection procedures for the Utilities 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. Hayes to approve the selection procedures for the Utilities Supervisor in the Public Works Department. Mr. Gilkison seconded. Motion carried.

Ms. Kohli presented the minimum qualifications for the Business Administrator in the Parks & Recreation Department. Ms. Kohli stated that the current position is part-time and deals with contracts and other administrative duties. The Director would like to make this a full-time position and expand these duties to Business Administrator.

Mr. Gilkison asked why the bullet "able to fulfill the physical demands of the position" was omitted from the next four positions. Ms. Kohli stated that it was oversight on staff's part and should be added to each one.

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

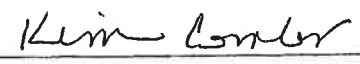
A motion was made by Mr. Case to approve the selection procedures for the Program & Events Manager in the Parks & Recreation Department. Mr. Grainger seconded. Motion carried.

Mr. Hayes resigned from the Commission. All members thanked him for his service and wished him well.

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



Wayne Grainger Chair



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Kim Combs, Secretary