

**CANTON CIVIL SERVICE COMMISSION**

**SPECIAL MEETING**

**THURSDAY, JUNE 30, 2022 – 8:00 A.M.**

**CANTON CITY COUNCIL CHAMBERS, FIRST FLOOR**

The meeting was called to order at 8:00 a.m. by Sliman. The following individuals were present:

COMMISSION:                   Chip Conde  
                                      Ralph Lee (via phone)  
                                      Edmond Mack

STAFF:                            Samuel Sliman  
                                      Rachel Forchione  
                                      Anna Moeglin

OTHERS:                         Kevin L’Hommedieu, Assistant Law Director  
                                      John Highman, Director of Public Service  
                                      Kim Perez, City Treasurer

**ROLL CALL**

CONDE - PRESENT

LEE - PRESENT

MACK –PRESENT

**NEW BUSINESS**

1. Recognition of revised job description for the position of Tax Auditor/Collector II for the Income Tax Department

Perez gave an overview of the proposed revisions, which included education changes. He noted that the duties of the job have changed since initially created. L’Hommedieu requested clarification on the specific degree requirements, to which Perez stated an Associate’s degree is all that is required.

Conde made a motion to approve the revised job description as provided. Mack seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

2. Recognition of revised job description for the position of General Foreman for the Public Works Department

Highman gave an overview of the proposed revisions for both the General Foreman and the Assistant Superintendent of Public Works job descriptions. The General Foreman description had not been updated in several years, and since that time the department has split off from the Sanitary Engineering Department. Most of the revisions were to therefore reflect the removal of references to that department. The only changes being proposed for the Assistant Superintendent position were to broaden the minimum qualification requirements in hopes of attracting more applicants.

Conde made a motion to approve the revised job description as provided. Mack seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK – YES

3. Recognition of revised job description for the position of Assistant Superintendent of Public Works for the Public Works Department

Conde made a motion to approve the revised job description as provided. Mack seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK – YES

4. Recognition of revised job description for the position of CANCOM Center Director for the Communications Department

Sliman noted that the current Director had accepted an offer of employment from another dispatching center and so the department needed to hire his replacement. Forchione explained that the only revision to the job description was to reduce the number of years of supervisory experience required from three years down to two years. Sliman mentioned that this position is a fiduciary position currently.

Conde made a motion to approve the revised job description as provided. Mack seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK – YES

**MISCELLANEOUS BUSINESS**

Forchione gave a quick update on upcoming promotional ceremonies, recruitment activities, and physical agility testing for both safety forces.

**ADJOURNMENT**

Conde made a motion to adjourn the meeting. Mack seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

The meeting adjourned at 8:14 a.m.