



Civil Service Commission  
Canton, Ohio

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## Special Meeting - Minutes

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Time: 8:30 AM

Location: Canton City Hall, Council Chambers

Date: November 2, 2022

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The meeting was called to order at 8:33 a.m. by Chairman Conde. The following individuals were present:

COMMISSION:      Chip Conde  
                            Ralph Lee  
                            Edmond Mack

STAFF:                Rachel Forchione  
                            Anna Moeglin

OTHERS:             Kevin L’Hommedieu, Chief Counsel  
                            Andrea Perry, Director of Public Safety

### **ROLL CALL**

CONDE - PRESENT

LEE - PRESENT

MACK – PRESENT

### **NEW BUSINESS**

1. Recognition of the new job description for the position of Fiscal Manager for the Building & Code Enforcement Department

Perry gave an overview of the job description, noting that this will be replacing the existing Administrative Assistant III position for the department, which is a position that has become obsolete. She stated that the Fiscal Manager position was needed to handle the budgetary and financial components of the department and its multiple divisions. Forchione added that the description and salary range were in keeping with other recently approved Fiscal Manager job descriptions. Lee inquired about whom this position would report to, which Perry said would be the Code Enforcement Administrator who then reports to the Chief Building Official. Perry added that this position has been approved by Council.

Mack inquired about the testing process for a position of this specialized nature. Forchione gave a brief overview of the options and methods typically used. She stated that if the number of eligible applicants exceeds ten people, then they will likely do an oral interview based on the job description and criteria provided by the department.

Lee made a motion to approve the new job description for the position of Fiscal Manager. Mack seconded the motion. The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

### **MISCELLANEOUS BUSINESS**

Mack inquired about the recently provided draft job description update for the Civil Service Administrator position, including whether we wanted feedback on it. Forchione gave a brief overview of the update process, including using the Assistant Administrator position description for reference. The description, which had not been updated in almost 30 years, was revised to more accurately reflect current job duties. Feedback is welcomed on the revised description, which will be on the November 16<sup>th</sup> agenda for review and consideration.

### **ADJOURNMENT**

Lee made a motion to adjourn the meeting. Conde seconded the motion. The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

The meeting adjourned at 8:43 a.m.