



**City of Mount Vernon
Civil Service Commission
Meeting Agenda**

**Wednesday, April 20, 2022
Mayor's Conference Room
4:00 p.m.**

CALL TO ORDER

ROLL CALL

APPROVAL OF THE MINUTES

Minutes of the March 9, 2022 Special Meeting

Attachment A

HUMAN RESOURCES

Request authorization to update Appendix A of the Civil Service Rules
to include new Classification Schedule

Attachment B

Future Meeting Dates and Times

FIRE DEPARTMENT

New Business

- Decertify the current Firefighter Eligibility List
- Request authorization to recruit, and establish an Eligibility List for Firefighter
- Request authorization to recruit, and establish an Eligibility List, for Fire Prevention Specialist

Attachment C

POLICE DEPARTMENT

New Business

- Request approval to appoint current Outreach Coordinator to Police Outreach Supervisor
- Request authorization to recruit, and establish an Eligibility list, for Substance Abuse Case Manager
- Request authorization to recruit, and establish an Eligibility list, for Outreach Specialist
- Request authorization to recruit, and establish an Eligibility List, for Nurse Practitioner

Attachment D



**City of Mount Vernon
Civil Service Commission
Special Meeting Minutes**

March 9, 2022

I. CALL TO ORDER/ROLL CALL

The meeting was called to order at 4:00 p.m.

Commissioners Present: Kyp Bisagna and Robert Joyner.

Staff Present:

Fire Chief Bryan Brice
Assistant Fire Chief Bryan Harris
Human Resources Director Erin Keator

II. APPROVAL OF MINUTES

Minutes of the December 1, 2021 Civil Service meeting were reviewed.

It was moved by Commissioner Bisagna, seconded by Commissioner Joyner to approve the meeting minutes. The motion passed unanimously.

III. FIRE DEPARTMENT

New Business

1. Request certification of the Firefighter / Paramedic Eligibility List

Chief Brice explained the process that was used to recruit and test for the firefighter / paramedic position. Although eight applicants applied, only four went through the testing process. The Chief went on to state that there are currently four firefighter / paramedic vacancies in the department. He requested that the Commission make a motion to allow the City to recruit for, and establish a firefighter / paramedic list if this list is depleted after Chief interviews.

Commissioner Bisagna asked if that was within the Commission's purview. Director Keator stated that the Commission could make a motion to authorize the recruitment, and establishment, of an eligibility list if the candidates on the current list are all hired, or withdraw from the process. If the Chief passes over a candidate for hire the Commission would need to decertify the list prior to the City re-recruiting.

Attachment A

It was moved by Commissioner Bisagna, seconded by Commissioner Joyner to certify the firefighter / paramedic eligibility list. The motion passed unanimously.

It was moved by Commissioner Bisagna, seconded by Commissioner Joyner to authorize the City to recruit for, and establish a firefighter / paramedic list if the current list is depleted. The motion passed unanimously.

2. Request authorization to recruit and establish an eligibility list for Battalion Chief.

Chief Brice explained that there are currently no Battalion Chief vacancies but the City would like to establish a list in case the need arises. He went on to state that the lists typically last one year but can be extended for an additional year. The process will be internal as long as we have three internal candidates apply. If there are less than three internal candidates then the City will conduct an external process as well.

It was moved by Commissioner Bisagna, seconded by Commissioner Joyner to approve the recruitment and establishment of an eligibility list for Battalion Chief. The motion passed unanimously.

Director Keator stated that the regular Civil Service Meeting is still scheduled for March 16, and she would reach out to the Commissioners to either confirm the meeting or to cancel the meeting.

There being no further business the meeting was adjourned at 4:10 p.m..

Civil Service Commission Chair

Erin Keator
Chief Examiner/Secretary
Human Resources Director

ATTACHMENT B

Appendix A

City of Mount Vernon Civil Service – Classification Schedule

Revised January 16, 2019

Class Code Number	Class Title
Police	
100.01	Assistant Chief
100.02	Police Lieutenant
100.03	Police Sergeant
100.04	Police Officer
100.05	Community Service Officer
100.07	Records Specialist
100.08	Administrative Assistant
100.09	Investigations Secretary
100.10	Police Receptionist
100.11	Animal Control Officer
100.13	Outreach Coordinator (removed 5/1/2022)
100.13	Police Outreach Supervisor
100.14	Park Ranger
100.15	Police Outreach Specialist
100.16	Substance Abuse Case Manager
100.17	Nurse Practitioner
Fire	
200.01	Assistant Fire Chief
200.02	Battalion Chief
200.03	Battalion Chief/Fire Marshal
200.04	Fire Captain
200.05	Firefighter/Paramedic
200.06	Firefighter
200.07	Administrative Assistant
200.08	Office Assistant II
200.09	Fire Prevention Specialist
200.10	Deputy Fire Marshal
200.11	Nurse Educator

Appendix A
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100.01	Assistant Chief
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100.13	Outreach Coordinator
100.14	Park Ranger
Fire	
200.01	Assistant Fire Chief
200.02	Battalion Chief
200.03	Battalion Chief/Fire Marshal
200.04	Fire Captain
200.05	Firefighter/Paramedic
200.06	Firefighter
200.07	Administrative Assistant
200.08	Office Assistant II
200.09	Fire Prevention Specialist
200.10	Deputy Fire Marshal
200.11	Nurse Educator

**City of Mount Vernon
City Service Commission
Firefighter Eligibility List
June 3, 2020 through June 3, 2022
Extended by Civil Service**

ATTACHMENT C

CS#	Ranking	Date on List	Expiration Date	Total Score	
FF-36	1	6/3/2020	6/2/2021	147.48	w/d 6.9.20
FF-02	2	6/3/2020	6/2/2021	147.26	w/d 10.15.21
FF-21	3	6/3/2020	6/2/2021	145.61	Did not respond 10.21
FF-10	4	6/3/2020	6/2/2021	144.97	w/d 10.21
FF-25	5	6/3/2020	6/2/2021	143.62	Hired
FF-35	6	6/3/2020	6/2/2021	140.88	w/d 10.21
FF-18	7	6/3/2020	6/2/2021	139.67	Invited for interview 10.21
FF-11	8	6/3/2020	6/2/2021	137.60	w/d 10.21
FF-30	9	6/3/2020	6/2/2021	136.25	w/d 10.21
FF-15	10	6/3/2020	6/2/2021	134.27	w/d 10.21
FF-06	11	6/3/2020	6/2/2021	133.00	w/d 10.21
FF-12	12	6/3/2020	6/2/2021	131.92	w/d 10.21
FF-31	13	6/3/2020	6/2/2021	131.37	w/d 10.21
FF-13	14	6/3/2020	6/2/2021	131.27	Did not respond 10.21
FF-22	15	6/3/2020	6/2/2021	129.84	Hired
FF-27	16	6/3/2020	6/2/2021	128.59	w/d 10.21
FF-08	17	6/3/2020	6/2/2021	128.77	w/d 10.21
FF-07	18	6/3/2020	6/2/2021	127.84	Did not respond 10.21
FF-34	19	6/3/2020	6/2/2021	125.34	Invited for interview 10.21
FF-14	20	6/3/2020	6/2/2021	122.87	Invited for interview 10.21
FF-01	21	6/3/2020	6/2/2021	124.10	Offered position 10/21 w/d 3/22
FF-29	22	6/3/2020	6/2/2021	120.73	w/d 10.21
FF-26	23	6/3/2020	6/2/2021	119.62	
FF-32	24	6/3/2020	6/2/2021	119.37	
FF-20	25	6/3/2020	6/2/2021	119.24	
FF-16	26	6/3/2020	6/2/2021	117.47	
FF-04	27	6/3/2020	6/2/2021	117.00	
FF-33	28	6/3/2020	6/2/2021	114.57	
FF-23	29	6/3/2020	6/2/2021	110.62	
FF-03	30	6/3/2020	6/2/2021	106.37	

Erin M. Keator

Erin M. Keator
Civil Service Secretary / Chief Examiner

Attachment D

6.04 RECORDS

- 6.04.01 Separate records of each position in the classified Civil Service shall be maintained by the Civil Service in the following manner:
- (a) Each position record shall include a notation of the authority for establishing the position, the name of each successive incumbent, all classification actions relating to it, its organizational and physical location in the department, and a current description of its duties.
 - (b) A personnel record for each employee shall be kept with a record of the position occupied by the incumbent.
 - (c) It shall be the duty of each appointing authority to supply to the Chief Examiner, in writing, all necessary information to enable the Civil Service Commission to maintain such records described in (1) and (2) above, including any significant change in the duties of the position to another position in the same or to a different class.
- 6.04.02 The Chief Examiner shall report any classification action to the department head concerned and to the City Council. The department head shall be responsible for notifying subordinates of any classification action affecting status or allocation of positions.

6.05 EFFECT OF CLASSIFICATION CHANGES ON INCUMBENT

6.05.01 TITLE CHANGE.

Whenever the title of a class is changed without a change in duties or responsibilities, the incumbent shall have the same status in the retitled class as held in the former class.

6.05.02 UPGRADING OF POSITION.

Whenever a position is reclassified from one class to a higher class, the incumbent may continue in the same position temporarily but must gain eligibility for the new class by examination and receipt of an appointment thereto in accordance with these rules. Provided, that the Commission may authorize the appointment of the incumbent to the new position without examination after considering the particular facts involved. A regular employee shall be qualified to take the examination for the higher class regardless of an existing eligible register for that class. A regular employee who fails the examination or is not appointed shall have tenured status in the lower class and may be appointed to another position, transferred or voluntarily reduced according to these rules. A probationary employee may be permitted, upon approval of the Commission, to qualify for the higher class in the same manner as a regular employee. A probationary employee who is not permitted to take the examination or who is not appointed to the position, may be

appointed to another position, transferred, or enrolled on an appropriate eligible register for the lower class.

6.05.03 DOWNGRADING OF POSITION.

Whenever a position is reclassified from one class to a lower class, the incumbent employee shall retain Civil Service status in the class from which the position is reallocated and shall, if practicable, be appointed to another position in that class or voluntarily transferred in accordance with these rules. Otherwise, the employee shall be granted full status in the lower class and placed on a reinstatement register for the higher class. The probationer's name shall be enrolled on an appropriate eligible register for the higher class with the same standing as at the time of original certification.

6.06 REVIEW AND APPEALS.

Any employee, appointing authority or department head affected by any classification action may petition the Commission to review and set aside or modify such action. Such appeal shall be made no later than thirty (30) days after notification of such action.