

**MINUTES OF THE ONEIDA COUNTY
CIVIL SERVICE COMMISSION
FEBRUARY 19, 2018**

COMMISSION MEMBERS PRESENT: Tim Melms, Mary Martin, and Harry Whidden.

OTHERS PRESENT: Sheriff Grady Hartman, Chief Deputy Dan Hess, and Recording Clerk, Jill Butzlaff.

CALL TO ORDER

Chairman Melms called the meeting to order at 1:02 p.m. at the Oneida County Law Enforcement Center. The meeting was properly noticed in accordance with Wisconsin Open Meetings Laws.

DISCUSS/ACT TO APPROVE AGENDA

Motion by Whidden to approve the agenda, second by Martin, all ayes on voice vote, the motion carried 3-0.

DISCUSS/ACT TO APPROVE THE MINUTES OF JANUARY 29, AND JANUARY 30, 2018

Motion by Martin to approve the minutes of January 29 and January 30, 2018, second by Whidden, all ayes on voice vote, and the motion carried 3-0.

DISCUSS/ACT CAPTAIN RECRUITMENT

Sheriff Hartman and Chief Deputy Hess were present to discuss to vacancy. Hartman stated he expects the County Board to approve the Captain's wage, and would like to start the recruitment process. Sheriff Hartman presented a copy of the previous Notice for Recruitment to the Committee, which specifies the qualifications for the position. Hartman noted the current requirement is 7 years of service and 3 years of supervisory experience. There was discussion on the number of applicants that are eligible under the current requirements, and the number of applicants who would be eligible if the supervisory experience was changed to either 2 years or 1 year of experience. Hartman recommended the position have some supervisory experience. Hess stated the last change to the recruitment was in 2006 when the supervisory experience was changed to 3 years and could be outside of the Civil Service classification. Sheriff Hartman stated he believed supervising within the Civil Service classification was important to the position. Melms expressed concern that one year of supervisory experience was not enough for the position.

Motion by Melms to change the supervisory experience requirement to two years with the experience within the Civil Service classification, second by Whidden, all ayes on voice vote, the motion carried 3-0.

DISCUSS/ACT ON CORRESPONDENCE OR BILLS

There was no correspondence or bills.

DISCUSS/ACT ON ANY FUTURE AGENDA ITEMS

The next meeting will be to interview candidates for the Captain position.

DISCUSS/ACT TO SET THE DATE FOR THE NEXT SCHEDULED MEETING

The next scheduled meeting is April 9, 2018 at 12:00 p.m.

CLOSED SESSION

Motion by Whidden, second by Martin to go into closed session pursuant to §19.85(1) (c) WI Stats. considering employment, promotion, compensation or performance evaluation data of any public employee over which this body had jurisdiction or responsibility, Topic: Performance Evaluations. All ayes on roll call vote as follows: Whidden aye, Melms aye, Martin aye. The motion carried 3-0 and the Commission entered closed session at 1:24 p.m.

Motion by Whidden, to return to open session, second by Martin, all ayes on roll call vote as follows: Whidden aye, Melms aye, Martin aye. The motion carried 3-0 and the Commission returned to open session at 2:00 p.m.

There was no action taken in closed session.

ADJOURN

Motion by Whidden to adjourn, second by Martin, all ayes on voice vote, the motion carried 3-0 and the meeting adjourned at 2:02 p.m.



Timothy Melms, Chairman



Jill Butzlaff, Clerk

ONEIDA COUNTY
CIVIL SERVICE COMMISSION

NOTICE OF RECRUITMENT FOR LIEUTENANT

The Civil Service Commission is accepting applications for the creation of an eligibility list for the position of Lieutenant in the Oneida County Sheriff's Office.

Applicants must have a minimum of seven years of service, with at least four of the seven years in a position within the Civil Service classifications in the Oneida County Sheriff's Office and three years of law enforcement service in a supervisory law enforcement position (this supervisory service may be outside of the Civil Service Classification), at the time of testing. Applicants must have a 4-year college degree in Law Enforcement or related field or a 2-year degree in a technical field involving Law Enforcement.

A passing score of 70% has been established for the written test. Candidates who pass the written test will then be evaluated as following: 20% performance evaluations; 30% oral interviews; 20% formal education; 20% work assignments (personal development); and 10% seniority.

Applicants must complete written testing and an oral interview. Written testing for the position will be held at the Oneida County Labor Relations Office by appointment in May of 2014.

Applicants must apply in writing. The application must include name with middle initial, complete address, Social Security number, and qualifications. Applicants are encouraged to provide the commission with detail as to the work assignments and personal development of the candidate that relates to this position.

Applications may be hand-delivered to the Sheriff or Management Services Administrator, and must be received by noon on Friday, April 18, 2014.

Posted 3-27-14