MINUTES
Gautier Civil Service Commission
September 12, 2013

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on September 12, 2013. Those present were Commissioners Doug Mansfield and Susan Parol and staff Jason D. Pugh, HR Director; Chief Dante Elbin, Police Chief; and Robert Jones, Interim Fire Chief. ABSENT: Commissioner Phil Torjusen

The agenda was as follows:

AGENDA - REVISED
Civil Service Commission
September 12, 2013
6:00 p.m.

1. Approve Agenda Order.
   Motion_____ Second_____ AYES: _____ NAYS: _____

2. Approve Minutes for CSC Meetings held August 8, 2013.
   Motion_____ Second_____ AYES: _____ NAYS: _____

(Please consider one motion to receive items 3 thru 9)

3. Receive Personnel Order: Probationary Appointment/Nancy A. Lebhart/Deputy Court Clerk/ effective August 24, 2013
4. Receive Personnel Order: Probationary Appointment/Jackie R. Wimberley/Police Officer/ effective August 10, 2013
5. Receive Personnel Order: Temporary Appointment/Tonya M. Fowler/Crime Prevention Officer/ effective September 9, 2013
6. Receive Personnel Order: Termination of Employment/William H. Morris/Police Officer/ effective August 28, 2013
7. Receive Personnel Order: Termination of Employment/David R. Hammond/Firefighter/effective ~~September 15, 2013~~ September 19, 2013
8. Receive Personnel Order: Termination of Employment/Donna K. Kissane/Dispatcher/effective September 19, 2013
9. Receive Vacancy Announcement: Firefighter/posted August 13 thru September 18, 2013

ITEMS 3 THRU 9

Motion_____ Second_____ AYES: _____ NAYS: _____

10. Approve Eligibility List for Police Officer/posted July 15 thru August 15, 2013.
    Motion_____ Second_____ AYES: _____ NAYS: _____

11. Approve Master Register for Dispatcher/Test Date: August 29, 2013.
    Motion_____ Second_____ AYES: _____ NAYS: _____

12. Receive request to fill Records Clerk II vacancy.
    Motion_____ Second_____ AYES: _____ NAYS: _____

13. Receive request to hire Tonya M. Fowler as a lateral transfer.
    Motion_____ Second_____ AYES: _____ NAYS: _____

14. Other Business.

15. Adjourn meeting until October 10, 2013 at 6:00 p.m.

Motion was made by Parol, seconded by Mansfield, to approve agenda order; and the following vote was recorded:

AYES: Doug Mansfield and Susan Parol
ABSENT: Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Mansfield, to approve the minutes of the Civil Service Meeting held August 8, 2013; and the following vote was recorded:

AYES: Doug Mansfield and Susan Parol
ABSENT: Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Mansfield, to receive items 3 thru 9; and the following vote was recorded:

AYES: Doug Mansfield and Susan Parol
ABSENT: Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Mansfield, to approve Eligibility List for Police Officer/posted July 15 thru August 15, 2013; and the following vote was recorded:

AYES: Doug Mansfield and Susan Parol
ABSENT: Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Mansfield, to approve Master Register for Dispatcher/Test date: August 29, 2013; and the following vote was recorded:

AYES: Doug Mansfield and Susan Parol
ABSENT: Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Mansfield, to approve the request to use the Deputy Court Clerk Master Register to fill Records Clerk II vacancy; and the following vote was recorded:

AYES: Doug Mansfield and Susan Parol
ABSENT: Phil Torjusen
NAYS: None

Motion carried.

MEMO

TO: Civil Service Commission

THROUGH: Samantha D. Abell, City Manager

FROM: Dante Elbin _____
Chief of Police

DATE: August 19, 2013

SUBJECT: Request to fill Records Clerk II Vacancy

I respectfully request the Civil Service Commission to authorize the filling of t a vacancy for Records Clerk II, vacated on August 24, 2013, with the applicants listed on the Master Register for Deputy Court Clerk approved on August 8, 2013.

Both of these positions require the same test which is CS1-B for all clerical positions classified as a pay grade 8 and lower. With the lack of funding remaining to order any additional tests for new applicants, we would be able to fill this position as soon as possible using the test scores or approved applicants already in place.

Thank you in advance for your consideration.

Motion was made by Parol, seconded by Mansfield, to approve the request to hire Tonya M. Fowler as a lateral transfer; and the following vote was recorded:

AYES: Doug Mansfield and Susan Parol
ABSENT: Phil Torjusen
NAYS: None

Motion carried.

MEMO

TO: Civil Service Commission

THROUGH: Samantha D. Abell, City Manager

FROM: Dante Elbin
Chief of Police

DATE: 9/10/2013

SUBJECT: Hiring Certified Police Officer (Tonya M. Fowler)

I respectfully request that the Civil Service Commission consider allowing me to hire Tonya M. Fowler as a lateral transfer. Officer Fowler is a State certified Police Officer and is currently working for the MGCCC-Jackson County Campus with Campus Police. Mrs. Fowler has over seven (7) years' experience in the field of Law Enforcement including tenures with the Gautier Police Department and Jackson County Sheriff's Office. Officer Fowler's experience and current qualifications as a certified officer would be a valuable asset to the Gautier Police Department at this time when we face a shortage of available candidates. Your consideration will be greatly appreciated.

Motion was made by Torjusen, seconded by Parol, to approve the Board of Examiners appointments; and the following vote was recorded:

AYES: Doug Mansfield and Susan Parol
ABSENT: Phil Torjusen
NAYS: None

Motion carried.

There being no further business, the meeting was adjourned until October 10, 2013, 2013 at 6:00 p.m.

APPROVED:

Chairman

Commissioner

MINUTES
Gautier Civil Service Commission
October 10, 2013

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on October 10, 2013. Those present were Commissioners Doug Mansfield, Susan Parol and Phil Torjusen; Jason D. Pugh, HR Director; Police Chief Dante Elbin; and Interim Fire Chief Robert Jones and other concerned employees.

The agenda was as follows:

AGENDA
Civil Service Commission
October 10, 2013
6:00 p.m.

1. Approve Agenda Order.
   Motion_____ Second_____ AYES: _____ NAYS: _____

2. Approve Minutes for CSC Meetings held September 12, 2013.
   Motion_____ Second_____ AYES: _____ NAYS: _____

(Please consider one motion to receive items 3 thru 8)

3. Receive Personnel Order: Probationary Appointment/Tonya M. Fowler/Crime Prevention Officer/ effective September 14, 2013
4. Receive Personnel Order: Probationary Appointment/Keisha E. Keyes/Records Clerk II/ effective September 23, 2013
5. Receive Personnel Order: Probationary Appointment/Marc W. Lebhart/Dispatcher/effective October 5, 2013
6. Receive Personnel Order: Reclassification/Shannon D. Aguilar/Executive Assistant (Police Department/ effective September 17, 2013
7. Receive Personnel Order: Reclassification/Linda A. Bonham/Executive Assistant (Fire Department)/ effective September 17, 2013
8. Receive Schedule of Authorized Positions and Citywide Organization Chart approved September 17, 2013

ITEMS 3 THRU 8

Motion_____ Second_____ AYES: _____ NAYS: _____

9. Approve Eligibility List for Firefighter/posted August 13 thru September 18, 2013.
   Motion_____ Second_____ AYES: _____ NAYS: _____

10. Receive memo on employee evaluation process with revised evaluation form approved by council on September 3, 2013.
    Motion_____ Second_____ AYES: _____ NAYS: _____

11. Other Business.

12. Adjourn meeting until November 14, 2013 at 6:00 p.m.

Motion was made by Torjusen, seconded by Parol, to approve agenda order; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Mansfield, to approve the minutes of the Civil Service Meeting held September 12, 2013; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to receive items 3 thru 8; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve Eligibility List for Firefighter/posted August 13 thru September 18, 2013; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve the employee evaluation process with the revised evaluation form approved by City Council on September 3, 2013 and the following vote was recorded:

CITY OF GAUTIER

HUMAN RESOURCES DEPARTMENT

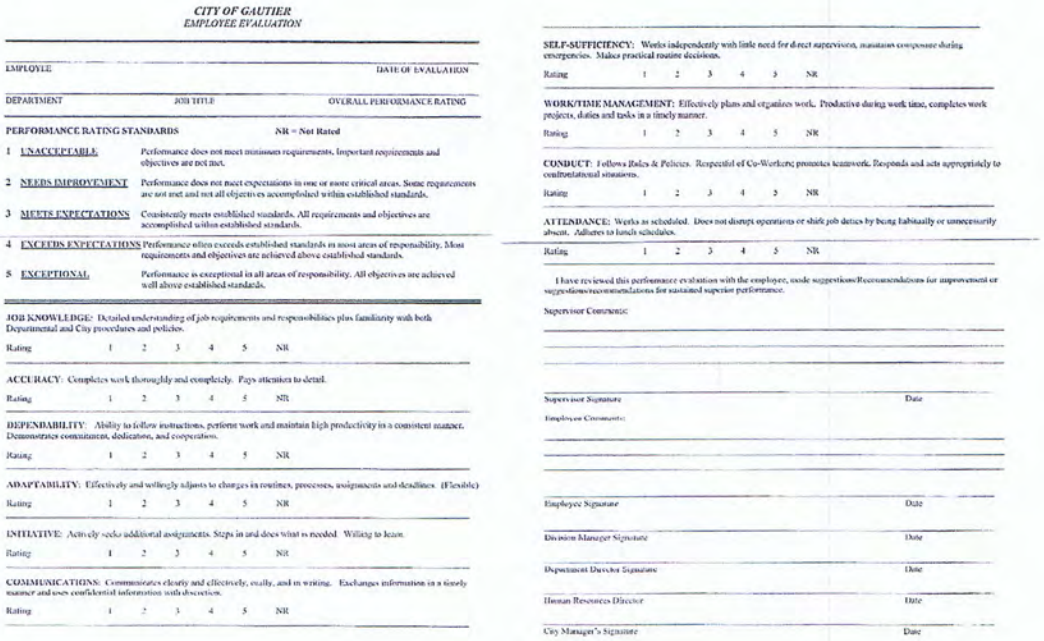
To: Civil Service Commission
From: Jason Pugh, Human Resources Director
Re: Civil Service Rule 17/Employee Evaluations
Date: 10-03-13

The City of Gautier has reinstituted employee evaluations in accordance with Civil Service rule 17. Civil Service covered employee evaluations will be conducted annually at the close of each fiscal year. Evaluations for probationary employees will be conducted after six (6) months from the date of hire and at the end of the one (1) year probationary period. Employees whose one (1) year probationary period is extended due to poor performance will be re-evaluated before being processed to covered status. In accordance with Civil Service rule 11.5, promoted employees will be evaluated after a six (6) month probationary period before being processed to covered status.

Department Directors have been trained to conduct the evaluations in accordance with Civil Service rule 17.2. Employees will be evaluated on a scale of 1 to 5 with 5 being the highest in the following ten (10) categories; job knowledge, accuracy, dependability, adaptability, initiative, communications, self-sufficiency, work/time management, conduct and attendance. Supervisors will discuss the evaluation with the employees and give the employee an opportunity to comment on his/her evaluation form and require the employee to sign the form. At this time, all city departments will use this same form and process for evaluations.

Attached is a copy of the revised employee evaluation form approved by the Gautier City Council on 09-03-13. (The only change to this form from the preceding form is the addition of the Human Resources Director for approval.)

Attachments:
Revised Employee Evaluation Form



CITY OF GAUTIER
EMPLOYEE EVALUATION

EMPLOYEE DATE OF EVALUATION

DEPARTMENT JOB TITLE OVERALL PERFORMANCE RATING

PERFORMANCE RATING STANDARDS NR = Not Rated

1 UNACCEPTABLE: Performance does not meet minimum requirements. Important requirements and objectives are not met.

2 NEEDS IMPROVEMENT: Performance does not meet expectations in one or more critical areas. Some requirements are not met and not all objectives accomplished within established standards.

3 MEETS EXPECTATIONS: Consistently meets established standards. All requirements and objectives are accomplished within established standards.

4 EXCEEDS EXPECTATIONS: Performance often exceeds established standards in most areas of responsibility. Most requirements and objectives are achieved above established standards.

5 EXCEPTIONAL: Performance is exceptional in all areas of responsibility. All objectives are achieved well above established standards.

JOB KNOWLEDGE: Detailed understanding of job requirements and responsibilities plus familiarity with both Departmental and City procedures and policies.
Rating 1 2 3 4 5 NR

ACCURACY: Completes work thoroughly and completely. Pays attention to detail.
Rating 1 2 3 4 5 NR

DEPENDABILITY: Ability to follow instructions, perform work and maintain high productivity in a consistent manner. Demonstrates commitment, dedication, and cooperation.
Rating 1 2 3 4 5 NR

ADAPTABILITY: Effectively and willingly adjusts to changes in routines, processes, assignments and deadlines. (Flexible)
Rating 1 2 3 4 5 NR

INITIATIVE: Actively seeks additional assignments. Steps in and does what is needed. Willing to learn.
Rating 1 2 3 4 5 NR

COMMUNICATIONS: Communicates clearly and effectively, orally, and in writing. Exchanges information in a timely manner and uses confidential information with discretion.
Rating 1 2 3 4 5 NR

SELF-SUFFICIENCY: Works independently with little need for direct supervision, maintains composure during emergencies. Makes practical routine decisions.
Rating 1 2 3 4 5 NR

WORK/TIME MANAGEMENT: Effectively plans and organizes work. Productive during work time, completes work projects, duties and tasks in a timely manner.
Rating 1 2 3 4 5 NR

CONDUCT: Follows Rules & Policies. Respectful of Co-Workers; promotes teamwork. Responds and acts appropriately to confrontational situations.
Rating 1 2 3 4 5 NR

ATTENDANCE: Works as scheduled. Does not disrupt operations or shift job duties by being habitually or unnecessarily absent. Adheres to lunch schedules.
Rating 1 2 3 4 5 NR

I have reviewed this performance evaluation with the employee, made suggestions/Recommendations for improvement or suggestions/recommendations for sustained superior performance.

Supervisor Comments:

Supervisor Signature Date

Employee Comments:

Employee Signature Date

Division Manager Signature Date

Department Director Signature Date

Human Resources Director Date

City Manager's Signature Date

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

There being no further business, the meeting was adjourned until November 14, 2013 at 6:00 p.m.

APPROVED:

Chairman

Commissioner

MINUTES
Gautier Civil Service Commission
October 31, 2013

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 5:30 p.m. on October 31, 2013. Those present were Commissioners Doug Mansfield, Susan Parol and Phil Torjusen; Jason D. Pugh, HR Director; Police Chief Dante Elbin; Interim Fire Chief Robert Jones and other concerned employees and applicants.

The agenda was as follows:

October 28, 2013

CALL FOR SPECIAL MEETING

WHEREAS, there exists certain matters which the Chairman of the Civil Service Commission desires to handle prior to the next regular meeting; and

NOW, THEREFORE, the Chairman of the Civil Service Commission of the City of Gautier hereby calls for a Special Meeting of the Civil Service Commission of the City of Gautier. Said meeting to be held in the Gautier City Hall-Council Chambers, 3330 Hwy 90, Gautier, Mississippi, on October 31, 2013 at 5:30 p.m.

The Agenda of said Special Meeting shall be as follows:

AGENDA
Civil Service Commission
October 31, 2013
5:30 p.m.

1. Receive request to waive the entry level testing score for police officer applicants and approval of an open posting for police officer recruiting.

Motion_____ Second_____ AYES: _____ NAYS: _____

2. Recess until November 14, 2013 at 6:00 p.m.

Motion was made by Torjusen, seconded by Parol, to approve the request of Police Chief Dante Elbin to waive the entry level testing score for police officer applicants and approve an open posting for recruitment purposes for a period of ninety (90) days. After the ninety (90) days has expired, the Civil Service Commission will review the progress and make a decision on whether to extend the waiver or open posting; and the following vote was recorded:

TO: Civil Service Commission

THRU: Human Resources Department

FROM: Dante Elbin
Chief of Police

DATE: October 28, 2013

SUBJECT: Waiver of Entry Level Testing Score for Police Officer Applicants and Approval of Open Posting for Police Officer Recruiting

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I respectfully request that the Civil Service Commission waive the passing score for entry level Police Officer from seventy percent (70%) to sixty percent (60%). The exam administered October 29, 2013 revealed that most of the applicants tested did not make the seventy percent (70%) requirement and are scoring in the mid to high sixty percentile. By reducing the percentage at this time it would add additional names to our Master Register to be interviewed for reasons stated in the following paragraph.

Our department has experienced many resignations over the last year due to the failing economy. We have found it difficult to receive qualified candidates since our city is unable to offer a competitive salary with our adjacent police departments. As a result, we are looking at different ways to recruit qualified officers. In addition to lowering the test score to sixty percent (60%); we are also requesting the Civil Service Commission allow an open posting of the police officer position for a period of ninety (90) days. Though we do not foresee this being a permanent problem, I believe that this approach is necessary in preventing the delay in hiring additional manpower with the expectation of additional resignations.

Thank you in advance for your consideration.

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

There being no further business, the meeting was adjourned until November 14, 2013 at 6:00 p.m.

APPROVED:

Chairman

Commissioner

MINUTES
Gautier Civil Service Commission
November 14, 2013

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on November 14, 2013. Those present were Commissioners Doug Mansfield and Phil Torjusen; Jason D. Pugh, HR Director; and Interim Fire Chief Robert Jones. ABSENT: Commissioner Susan Parol.

The agenda was as follows:

AGENDA
Civil Service Commission
November 14, 2013
6:00 p.m.

1. Approve Agenda Order

   Motion_____ Second_____ AYES: _____ NAYS: _____

2. Approve Minutes for CSC Meetings held October 10 and October 31, 2013.

   Motion_____ Second_____ AYES: _____ NAYS: _____

(Please consider one motion to receive items 3 thru 15)

3. Receive Personnel Order: Probationary Appointment/Ashley L. Kelly/Dispatcher/effective October 10, 2013
4. Receive Personnel Order: Probationary Appointment/Letrance L. Dennis/Dispatcher/effective October 28, 2013
5. Receive Personnel Order: Probationary Appointment/Joseph E. Hurd/Dispatcher/effective October 28, 2013
6. Receive Personnel Order: Probationary Appointment/Robert O. Jones/Fire Chief/effective November 2, 2013
7. Receive Personnel Order: Permanent Appointment/Justin A. Cagle/Police Officer/effective September 24, 2013
8. Receive Personnel Order: Permanent Appointment/Jerry T. Cooksey/CID-Captain/effective November 11, 2013
9. Receive Personnel Order: Permanent Appointment/Derrick J. Welton/Police-Lieutenant/effective November 11, 2013
10. Receive Personnel Order: Permanent Appointment/Larry L. Gowins/Police-Sergeant/effective November 11, 2013
11. Receive Personnel Order: Termination of Employment/Alexis N. Barnes/Dispatcher/effective October 23, 2013
12. Receive Personnel Order: Termination of Employment/Jackie R. Wimberley Jr. /Police Officer/effective October 27, 2013
13. Receive Personnel Order: Termination of Employment/Shawn C. Freeman/Police-Sergeant/effective November 17, 2013
14. Receive Personnel Order: Termination of Employment/Russell B. Young/Firefighter/effective November 14, 2013
15. Receive Vacancy Announcement: Police Officer/posted November 13 thru February 13, 2014

ITEMS 3 THRU 15

Motion_____ Second_____ AYES: _____ NAYS: _____

16. Approve Master Register for Police Officer/Test Date: October 22, 2013.

    Motion_____ Second_____ AYES: _____ NAYS: _____

17. Approve Master Register for Firefighter/Test Date: October 29, 2013.

    Motion_____ Second_____ AYES: _____ NAYS: _____

18. Induct the following employees who have successfully completed probation into Civil Service:

Justin A. Cagle	Police Officer
Jerry T. Cooksey	CID-Captain
Derrick J. Welton	Police-Lieutenant
Larry L. Gowins	Police-Sergeant

Motion_____ Second_____ AYES: _____ NAYS: _____