



CIVIL SERVICE COMMISSION

Minutes

Tuesday, July 22, 2025

5:00 p.m.

Live Stream: <https://cityofoberlin.com/city-government/streaming-video/>

1. Call Meeting to Order and Roll Call

The meeting was called to order at 5:01pm by Anderson.

Present: Duane Anderson, Commission Member; Amber Pogacsnik, Commission Member; Michael Henle, Commission Member; Jennifer Wilson, Commission Member; Diane Ramos, Secretary; Jon Clark, Interim City Manager

Absent: Bob Graves, Commission Member

2. Approval of May 1, 2025 Meeting Minutes

Wilson made a motion to approve the May 1, 2025 Civil Service Commission Meeting minutes. Henle seconded the motion. The motion carried: 4 ayes; 0 nay.

3. Old Business

No Old Business

4. New Business

a. Classification of a Job Description

Clark explained that there are six unclassified position definitions identified in the Charter, and that they did not apply to the Chief Building Official and Building Permit Technician job descriptions presented to be classified. That leaves a decision as to whether the jobs would be classified competitive or non-competitive. Clark continued to explain that because of the skill level involved in both positions, it would make the most sense for the job descriptions to be classified as non-competitive. Henle made a motion to classify the Chief Building Official and Building Permit Technician job descriptions as Classified/Non-Competitive. Pogacsnik seconded the motion. The motion carried: 4 ayes; 0 nays.

5. Other Business

No other New Business.

6. City Council Communication

This agenda item was not discussed.

7. Discuss Agenda for Next Meeting

This agenda item was not discussed.

8. Adjournment

Wilson made a motion to adjourn the meeting. Henle seconded the motion. The motion carried: 4 ayes; 0 nay. The meeting was adjourned at 5:08 pm.

Respectfully submitted,



Diane Ramos
Civil Service Commission Secretary