

CIVIL SERVICE COMMISSION

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COMMISSIONERS
Thomas P. Kemp
Charles D. Clapper
Jeffrey E. Fort
Deidre Ramthun – Clerk

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION

March 4, 2020

The Civil Service Commission met on Wednesday, March 4, 2020, in Conference Room 1 located on the third floor of the Municipal Building. Those present at the meeting were Civil Service Commission members – Tom Kemp, Chuck Clapper, and Jeff Fort, and Deidre Ramthun, Clerk to the Commission; from the City of Findlay – Don Essex, Human Resources Director; Don Rasmussen, City Law Director; Brent Schroeder, Manager, Computer Services; and Charles Curley, Computer Support Technician, Computer Services.

A. Approval of Minutes:

A motion was made by Chuck Clapper that the minutes from the February 5, 2020 meeting be approved as corrected. Said motion was seconded by Jeff Fort, unanimously approved, motion carried and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business:

1. The examination for Water Meter Reader I was administered on February 13, 2020 with the following results:

84 – Applicants
44 – No Shows
7 – Did Not Pass
33 – Passed

A request was received on February 20, 2020 from Service Director Brian Thomas to certify names from the eligible list from the Water Meter Reader I examination. Ten names were certified on February 21, 2020.

The Commission suggested that a letter be sent to Glenwood Middle School thanking the school and Lisa Fish, Administrative Assistant, for opening the school on February 13, 2020 during inclement weather so we could administer this examination.

New Business:

1. A request was received from Safety Director Paul Schmelzer to schedule a promotional examination for Chief of Police. This exam will be administered on

May 6, 2020 at 10:00 a.m. in Conference Room #1 located on the third floor of the Municipal Building.

2. A request was received from Fire Chief Joshua Eberle to administer probationary Firefighter examinations to Shawn Martien and Travis Bohn.
 - a. Shawn Martien passed the exam on February 25, 2020.
 - b. Travis Bohn passed the exam on February 27, 2020.

C. Discussion was held on the following:

1. The Commission determined that in order to better accommodate the public, two entry level examinations will be administered on the same date with one test administered in the afternoon and one test in the evening.
2. Don Essex informed the Commission that an issue concerning a City employee's request to transfer from an Operator position to a Water Meter Reader position can be closed because the employee is no longer interested in the transfer.
3. It was decided that when there are open classified positions, the Human Resources Department will internally give notice of the vacancy to employees and accept internal applications for five work days before the Civil Service Commission will begin the testing process. Don Essex and Deidre Ramthun will meet to develop a protocol as a guideline to be provided to Department Heads regarding the civil service examination process, including an advance notice from the Hiring Authority for scheduling and creating new tests, if possible. Chuck Clapper suggested that Department Heads review the tests once a year so they are current.
4. Classification of the following positions in the Computer Services Department was discussed:
 - a. Software Developer (Appointed)
 - b. Network Administrator (Classified, not tested)
 - c. Computer Support Technician – part-time position was made full-time

Brent Schroeder, Manager of Computer Services, informed the Commission that he is bringing in a Computer Support Technician which will add a fourth position to the Computer Services Department. The job description states that the position requires an A+ certification within 18 months of hire. He requested that the new Computer Support Technician position be a classified, non-tested position.

A motion was made by Jeff Fort to categorize the Computer Support Technician position as a classified, non-tested position with the understanding that they obtain the A+ certification within 18 months. Said motion was seconded by Chuck Clapper and was carried unanimously.

5. Don Essex informed the Commission that Findlay City Schools has requested that they no longer be invited to the Civil Service Commission Meetings or receive the meeting minutes but later decided they would like to continue receiving the

minutes. The Commission will continue to send the Civil Service Commission meeting minutes to Findlay City Schools.

6. The Year-to-Date Budget Report was reviewed.
7. The Annual Report of Activities is due to the State Personnel Board of Review by April 3, 2020.

D. Action Items:

1. A motion was made from Chuck Clapper to approve the payment of \$670.84 to Ogden Newspapers of Ohio for the legal ad for the Water Meter Reader I examination. Said motion was seconded by Jeff Fort and was unanimously approved.

Ogden Newspapers of Ohio has increased the cost of legal ad fees in The Courier. Don Rasmussen will review the legal ad requirements.

The next meeting of the Civil Service Commission will be held at 11:30 a.m. on Wednesday, April 1, 2020, in Conference Room 1 located on the third floor of the Municipal Building. (This meeting has been cancelled due to the COVID-19 virus.)

There being no further business to come before the Commission, a motion to adjourn was made by Chuck Clapper and seconded by Jeff Fort. Motion carried.

Respectfully submitted,



Deidre Ramthun
Clerk

Copies to: Commission Members

Mayor Christina Muryn
Paul Schmelzer, Director of Safety, City of Findlay
Brian Thomas, Director of Service/Acting Engineer, City of Findlay
Don Rasmussen, Law Director, City of Findlay
Don Essex, Human Resources Director, City of Findlay
Police Chief John Dunbar, City of Findlay
Doug Marshall, President, OPBA, City of Findlay
Fire Chief Joshua Eberle, City of Findlay
Matt Cooper, President, IAFF Local 381, City of Findlay
Brent Schroeder, Manager, Computer Services, City of Findlay
Charles Curley, Computer Support Technician, Computer Services, City of Findlay
Edward Kurt, Superintendent, Findlay City Schools
Troy Roth, Assistant Superintendent, Findlay City Schools
Debi Ward, Human Resources Secretary, Findlay City Schools
Dennis Doolittle, Facilities Director, Findlay City Schools
Nichole Conley, President of Custodian Union, Findlay City Schools