



2020 ANNUAL REPORT

CIVIL SERVICE COMMISSION

Introduction

The Ohio Civil Service process is based on Article XV Miscellaneous (XV-10 Civil Service), Adopted January 1, 1913 as part of the Constitution of the State of Ohio; Ohio Revised Code Chapter 124; Ohio Administrative Code Chapter 123; Opinions of the Ohio Attorney General; and Court decisions. Competitive examinations for civil service positions have been used in Ohio since 1913.

Staffing

The City of Findlay Civil Service Commission meets at 11:30 a.m. on the first Wednesday of each month in conference room #1 located on the third floor of the Municipal Building. The Civil Service Commission is comprised of three commission members and a clerk with its office located on the third floor of the Municipal Building, Room 303, Findlay, Ohio 45840. Those individuals are:

Thomas P. Kemp, Chairman
Charles D. Clapper, Vice Chairman
Jeffrey E. Fort
Deidre Ramthun, Clerk

Overview

The Civil Service Commission for the City of Findlay is responsible for testing in the following positions for the City of Findlay:

CITY OF FINDLAY

FIRE

Firefighter – Entry Level
Fire – Captain (Promotional)
Fire – Battalion Chief (Promotional)
Fire – Assistant Chief (Promotional)
Fire Chief (Promotional)

POLICE

Police Officer – Entry Level
Police – Sergeant (Promotional)
Police – Lieutenant (Promotional)
Police – Captain (Promotional)
Police – Chief (Promotional)
Police – Public Safety Communications Officer
Police – Parking Enforcement Officer

WATER

Water Meter Reader
Assistant Operator
Waterline Maintenance Worker I

CLERICAL

Clerical

CUSTODIAL

Custodian

ENGINEERING

Engineering Technician II
Construction Inspector
Graduate Engineer

ZONINGBuilding/Zoning Inspector
Code Enforcement Officer**TRAFFIC SIGNAL**

Traffic Signal Electrician Assistant II

WATER POLLUTION CONTROLAssistant Operator
Sewer Maintenance Worker I**PUBLIC WORKS**

Maintenance Worker I

There are other non-skilled positions which are classified as civil service; however, testing is not required for those positions at the present time. Additionally, other positions for employment within the City of Findlay which are classified as civil service have special licensing and skill requirements which are mandated by the State of Ohio and therefore do not require testing.

According to Ohio Revised Code Section 124.34, the Findlay Civil Service Commission can acquire jurisdiction of an employee disciplinary matter if it involves reduction in pay or a position, fines, suspension, or removal. Issues involved in the collective bargaining agreement for Police, Fire, and Dispatch may also be addressed by the Civil Service Commission if said issue relates to the responsibilities of the Commission.

Key Activities & Accomplishments

A composite of work and events having occurred in the office of the Civil Service Commission for the year 2020 are as follows:

ENTRY LEVEL EMPLOYMENT, PROMOTIONAL, AND PROBATIONARY FOR ALL CIVIL SERVICE POSITIONS

Received: 109 Passed Test: 56 Failed/Rejected: 9 No Show: 44

NUMBER OF TESTS ADMINISTERED

Entry Level: 2 Promotional: 2 Probationary: 7

RESIGNATIONS/RELEASES/DISABILITY, APPOINTMENTS, RETIREMENTS, LAY OFFS

Resignations/Releases/Disability: 9
Appointments: 23
Retirements: 8
Lay Offs: 0

APPLICANTS AVAILABLE FOR CERTIFICATION AS OF 12/31/2020: 85

Each vacancy requires the certification of the top ten names on the eligible list or the top twenty-five percent of the eligible list, whichever is greater. In the event that ten or fewer names are on the eligible list, the appointing authority may select any of the listed candidates.

TESTS ADMINISTERED FOR YEAR 2020:

Police Officer - Probationary
Firefighter – Probationary
Water Meter Reader I
Sewer Maintenance Worker I
Police Promotional (Chief and Lieutenant)

Objectives for the Next Year**TESTS SLATED TO BE ADMINISTERED FOR YEAR 2021:**

Police Officer – Entry Level Written and Physical Agility
Police Officer – Probationary (As Necessary)
Police – Promotional (Sergeant)
Police Public Safety Communications Officer (Dispatcher)
Firefighter – Entry Level Written and Physical Agility
Firefighter – Probationary (As Necessary)
Fire – Promotional (Captain)
Code Enforcement Officer
Public Works Maintenance Worker
Traffic Signal Electrician Assistant
Waterline Maintenance Worker I
Assistant Operator
Maintenance Mechanic I
Sewer Maintenance Worker I
Airport Worker I
Building and Grounds Maintenance Technician