

CIVIL SERVICE COMMISSION

318 DORNEY PLAZA
MUNICIPAL BUILDING - ROOM 303
FINDLAY, OHIO 45840
Telephone (419) 424-7112 • Fax (419) 424-7245

COMMISSIONERS
Charles D. Clapper
Thomas P. Kemp
Barbara D. Larick
Deidre Ramthun – Clerk/Secretary

CIVIL SERVICE COMMISSION **YEAR “2013” CITY OF FINDLAY ANNUAL REPORT**

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.

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/secretary with its office located on the third floor of the Municipal Building, Room 303, Findlay, Ohio 45840. Those individuals are:

Charles D Clapper, Chairman
Thomas P. Kemp
Barbara D. Larick
Deidre Ramthun, Clerk/Secretary

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

CITY OF FINDLAY

FIRE

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

WATER

Water Meter Reader
Assistant Operator – Water Treatment
Assistant Operator – Pollution Control

CUSTODIAL

Custodian

ZONING

Building/Zoning Inspector

POLICE

Police Officer – Entry Level
Police – Sergeant (Promotional)
Police – Lieutenant (Promotional)
Police – Captain (Promotional)
Police – Chief (Promotional)
Police Dispatch
Police – Parking Enforcement Officer

CLERICAL

Clerical

ENGINEERING

Engineering Technician II
Construction Inspector

FINDLAY CITY SCHOOLS**CLERICAL**

Clerical

CUSTODIAL

Custodian

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, Dispatch, Sewer Maintenance, and Findlay City School Custodians may also be addressed by the Civil Service Commission if said issue relates to the responsibilities of the Commission.

A composite of work and events having occurred in the office of the Civil Service Commission for the year “2013” are as follows:

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

Received: 170 Passed Test: 117 Failed/Rejected: 28 No Show: 25

NUMBER OF TESTS ADMINISTERED

Entry Level: 3 Promotional: 0 Probationary: 6

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

Resignations/Releases/Disability: 14 Appointments: 19 Retirements: 11
Lay Offs: 10 - (1 Firefighter Recalled 9/29/13; 3 Firefighters Recalled 12/22/13)

An appointment of a non-competitive position for a MS/4 Coordinator in the Engineering Department was effective October 21, 2013 which required peculiar and exceptional qualifications of both managerial and educational character. A competitive test would not have been practical nor would it have lent itself to determining a candidate who would succeed in this particular position – Ohio Revised Code 124.30 (A) (2).

APPLICANTS AVAILABLE FOR CERTIFICATION AS OF 12/31/2013: 103

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.

CLASSIFIED CIVIL SERVICE POSITIONS

City of Findlay: 227

Findlay City Schools: 71 (Civil Service Only)
92 (Regular Classified Employees)

APPEALS, REMOVALS, SUSPENSIONS, AND INVESTIGATIONS

Appeals: 3 Suspensions: 0 Investigations: 0

COURT CASES

Filed: 0 Pending: 0

Numerous issues requiring the presence of Commission members were addressed with the findings either put in the official "Minutes" of the Commission or in correspondence to those parties concerned.

TESTS ADMINISTERED FOR YEAR 2013:

- Police Officer – Entry Level and Physical Agility
- Police Officer – Probationary
- Police Dispatch – Entry Level
- Firefighter – Probationary
- Custodian – Entry Level

TESTS SLATED TO BE ADMINISTERED FOR YEAR 2014:

- Fire – Promotional (Captain)
- Firefighter – Probationary (as necessary)
- Police Officer – Promotional (Sergeant)
- Police Officer – Probationary (as necessary)
- Custodian – Findlay City Schools (Eligible Lists for Findlay City Schools and City of Findlay)
- Clerical – Findlay City Schools (Eligible Lists for Findlay City Schools and City of Findlay)