

CIVIL SERVICE COMMISSION

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

COMMISSIONERS
Jeffrey E. Fort
Thomas P. Kemp
Charles D. Clapper
Amy Hayslett – Admin. Asst.

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION **July 6, 2022**

The Civil Service Commission met on Wednesday, July 6, 2022 in Conference Room 1 located on the third floor of the Municipal Building. Those present at the meeting were Civil Service Commission members – Jeff Fort and Tom Kemp; Fire Chief Joshua Eberle, Human Resources Director Don Essex, and Amy Hayslett, Administrative Assistant to the Commission.

A. Approval of Minutes:

A motion was made by Tom Kemp to approve the minutes from the January 5, 2022 meeting. Said motion was seconded by Jeff Fort, unanimously approved, motion carried and minutes adopted.

B. Amy Hayslett reported the following

New Business:

1. The Fire Department held interviews in Thursday, June 30, 2022 to fill three positions. The certified list was comprised of 12 candidates. After the interview schedule was established two of the candidates dropped out, and only 10 candidates were interviewed. 10 additional candidates have passed the written exam, but not the physical agility test. Discussion was held to clarify that Chief Eberle may hire the three candidates from the list of 10 since those 10 are the only certified candidates. Chief Eberle also stated that after this current round of hiring he will let the current list expire, and that he does not see a need for any promotional testing for at least one year.
2. Police Dispatch interviews were held on June 16, 2022 and three candidates were offered conditional offers of employment.
3. The Police Lieutenant Promotional Exam is being held on August 26, 2022. Tom Kemp mentioned that in the past there has been some frustration on the part of the candidates with what the candidates felt were trick questions. Discussion was held about how best to counter these concerns. It was agreed that, after receiving permission from Police Chief Ring, the candidates would be contacted and encouraged to spend time studying the areas that past candidates have found more difficult. The candidates will also be reminded of their right to protest any question during the first protest period.

4. The Civil Service Commission will be administering an upcoming Utility Billing Clerk Exam. This will be the first clerical exam since 2019. Discussion was held about how best to test for the typing portion of this exam, since there is no longer a computer lab at Findlay High School available for use. It was agreed that, Amy Hayslett, would continue to explore various options in order to find the most efficient and cost-effective solution while maintaining ease of use and access for applicants.
5. The Year-to-Date Budget Report was reviewed.

The next meeting of the Civil Service Commission will be held at 11:30 a.m. on Wednesday, August 3, 2022, in the large conference room located on the third floor of the Municipal Building.

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

Respectfully submitted,

Amy Hayslett
Administrative Assistant

Copies to: Commission Members
Mayor Christina Muryn
Rob Martin, Service-Safety Director, City of Findlay
Don Rasmussen, Law Director, City of Findlay
Don Essex, Human Resources Director, City of Findlay
Police Chief Robert Ring, 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
Troy Roth, 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