

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 **September 6, 2022**

The Civil Service Commission met on Tuesday, September 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, Tom Kemp, and Chuck Clapper and Amy Hayslett, Administrative Assistant to the Commission.

A. Approval of Minutes:

A motion was made by Chuck Clapper to approve the minutes from the July 6, 2022 meeting. Said motion was seconded by Tom Kemp, unanimously approved, motion carried and minutes adopted.

B. Jeff Fort reported the following

New Business:

1. Two Police Dispatch Candidates completed their psychological evaluations and the third candidate accepted another job offer. The Police Department will be holding interviews from the certified list to fill two positions.
2. A police lateral transfer candidate, Chance Collins, was offered the position of police officer on July 11, 2022 and has accepted.
3. Interviews were held for firefighters on July 21, 2022. Four candidates were offered probationary positions and accepted. Chief Eberle asked that the current certified list be expired and a new testing process begin.
4. The Waterline Maintenance Worker 1 Exam was given on August 22 and August 24. Nine applications were received. Eight signed up for the test – five passed, two were no shows, and one accepted another position. Five names were certified.
5. The Utility Billing Clerk 1 Written Exam was given on August 25th. 74 applications were received. 49 signed up for the test – 28 passed, 16 were no shows, and 5 accepted other positions. The Excel Exam was given on August 30 and 31 – 23 applicants took the test and 22 passed. Ten names were certified.
6. Due to scheduling conflicts, discussion was had on permanently changing the day that the Civil Service Commission monthly meeting is held. The Commissioners agreed to meet on the first Thursday of each month.

7. Discussion was held on the speed of the Civil Service Testing Process. It has been agreed that anything the Civil Service Office can change to speed up this process, while remaining fair, should be pursued. Administrative Assistant, Amy Hayslett, suggested emailing candidates their test scores instead of sending a letter through the mail. After some discussion, all commissioners agreed as long as a read receipt will be sent with the email so that there is some proof that the candidate received and read the email with the test score. It was also decided that in the Information Sheet/ Notice of Examination it would be stated that the Civil Service Office will be communicating the test scores through the email address the candidate provides on the application.
8. 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 Thursday, October 6, 2022, in the small 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 Chuck Clapper and seconded by Jeff Fort. Motion carried.

Respectfully submitted,

Amy Hayslett
Administrative Assistant