

CIVIL SERVICE COMMISSION

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

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

The Civil Service Commission met on Thursday, October 6, 2022 in the Small Conference Room located on the third floor of the Municipal Building. Those present at the meeting were Civil Service Commission members – Jeff Fort, Chuck Clapper, and Tom Kemp; 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 September 6, 2022 meeting. Said motion was seconded by Jeff Fort, unanimously approved, motion carried and minutes adopted.

B. The following was reported:

Unfinished Business:

1. The Exam email reminders are working well, and all the Commissioners would like the reminders to continue.
2. Emailing Exam scores is saving both time and money.

New Business:

1. The Civil Service Office is working with the Airport Director, Amanda McGee, to create an Airport Line Service Technician written exam. Once completed, it will be sent to the Commissioners for approval.
2. A Firefighter written exam will be held on October 6, 2022 at 6:30 p.m. in the Findlay High School Cafeteria. There are 50 applicants. The Physical Agility test will be held on October 15, 2022 at 8:00 a.m.
3. A Dispatcher test will be held on October 17, 2022 at 2:00 p.m. and 6:00 p.m. and October 18, 2022 at 9:00 a.m. There are currently 16 applicants.
4. A Sewer Maintenance Worker exam will be held on October 20, 2022 at 6:00 p.m. There are currently only 2 applicants.
5. A Police Officer written exam was held on October 3, 2022 at 6:00 p.m. and October 4, 2022 at 10:00 a.m. and 6:00 p.m. There were 13 applicants – one did not

meet the age requirement (too young), one did not schedule an exam, and 11 signed up for the exam. Ten passed and one was a no show. The Physical Agility test will be held on October 18, 2022 at 6:30 p.m. at the University of Findlay's Koehler Center.

6. Parker Dukes and Alex Hull were hired as the new Waterline Maintenance Workers.
7. Joshua McGee was hired for the Utility Billing Clerk 1 position. The supervisor requested that the certified list be extended for one year.
8. Discussion was held on the following:

The Civil Service Office is concerned that, currently, the applicants are not a reflection of the community population. The City needs more diversity. Amy Hayslett, the Administrative Assistant, was directed to look into the status of the Diversity meetings with HR director, Don Essex. It was also discussed that the Civil Service Office would begin to look for other ways to communicate with, and reach out to areas of the population that we are not currently reaching.

The next meeting of the Civil Service Commission will be held at 11:30 a.m. on Thursday, November 3, 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 Thomas Kemp. Motion carried.

Respectfully submitted,

Amy Hayslett
Administrative Assistant