

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 **November 3, 2022**

The Civil Service Commission met on Thursday, November 3, 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, Tom Kemp; Human Resources Director Don Essex, 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 October 6, 2022 meeting. Said motion was seconded by Tom Kemp, unanimously approved, motion carried and minutes adopted.

B. The following was reported:

Unfinished Business:

1. Don Essex filled the Commission in on where he is with the Availability Analysis Report (previously called Affirmative Action Program). Don shared Census data and reported that he still needs some information in order to get the proper analysis done. This information is difficult to find but he stated that he should be finished by the end of 2022. All members of the Commission want to make sure that we are doing everything we can to ensure that our hires/recruitment practices are reflective of and reaching the community. Once the analysis is done, Amy Hayslett with contact Don to set up a meeting and discuss best practice options.
2. The Civil Service Office is continuing to work with Airport Director, Amanda McGee, to create an Airport Line Service Technician Exam.

C. New Business:

1. A Firefighter Written Exam was held on October 6, 2022 at 6:30 p.m. in the high school cafeteria. 48 applicants signed up to take the exam – 34 passed, 8 failed, and 6 were no shows.
2. A Firefighter Physical Agility Exam was held on October 15, 2022 at 7:30 a.m. There were 34 candidates – 3 failed, 3 withdrew during the test, and 28 passed. Certified 11 names to fill 2 positions on October 19, 2022.

3. A Police Officer Physical Agility Test was given on October 18, 2022 at 6:30 p.m. in the Koehler Recreation Center. There were 8 candidates – 4 passed, 3 withdrew during the obstacle portion of the exam, and 1 was a no show. A list was certified on October 19, 2022 and interviews were held October 28, 2022. A conditional offer of employment was given to two candidates.
4. A Dispatcher Exam was given on October 17th and 18th. Out of the 24 applications that were received 17 signed up for the Exam – 9 passed, 1 withdrew, and 7 were no shows. A list was certified on October 19, 2022 and interviews will be held November 18, 2022.
5. A Sewer Maintenance Worker 1 Exam was held on October 20, 2022. Two applicants signed up for the Exam and both passed. The list was certified on October 24, 2022.
6. Discussion was had on whether the Civil Service Department should have a presence in the Department Head Meetings. It was decided that there is no need for this.
7. Tom Kemp made a motion to approve the 2023 Budget. Chuck Clapper seconded the motion and the 2023 Budget was unanimously approved.

The next meeting of the Civil Service Commission will be held at 11:30 a.m. on Thursday, December 8, 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 Tom Kemp and seconded by Chuck Clapper. Motion carried.

Respectfully submitted,

Amy Hayslett
Administrative Assistant