



2022 ANNUAL REPORT

CIVIL SERVICE
COMMISSION

Introduction

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 have been used in Ohio since 1913.

Staffing

The City of Findlay Civil Service Commission meets at 11:30 a.m. on the first Thursday of each month in the small conference room located on the third floor of the Municipal Building. The Civil Service Commission is comprised of three commission members and an administrative assistant with its office located on the third floor of the Municipal Building, Room 303, Findlay, Ohio 45840. Those individuals are:

Jeffrey E. Fort, Chairman
Charles D. Clapper, Vice Chairman
Thomas P. Kemp
Amy Hayslett, Administrative Assistant

Overview

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

CITY OF FINDLAY

FIRE

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

WATER

Water Meter Technician I
Assistant Operator
Waterline Maintenance Worker I

POLICE

Police Officer – Entry Level
Police – Sergeant (Promotional)
Police – Lieutenant (Promotional)
Police – Captain (Promotional)
Police – Chief (Promotional)
Police – Parking Enforcement Officer
Police – Public Safety Communications
Officer

ENGINEERING

Engineering Technician II
Construction Inspector
Graduate Engineer

CUSTODIAL

Custodian

CLERICAL

Clerical

ZONINGBuilding/Zoning Inspector
Code Enforcement Officer**WATER POLLUTION CONTROL**Assistant Operator
Sewer Maintenance Worker I**TRAFFIC SIGNAL**

Traffic Signal Electrician Assistant II

PUBLIC WORKS

Maintenance Worker I

AIRPORT

Airport Line Service Technician

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 the 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, and Dispatch (Public Safety Communications Officer) may also be addressed by the Civil Service Commission if said issue relates to the responsibilities of the Commission.

Key Activities & Accomplishments

A composite of work and events having occurred in the office of the Civil Service Commission for the year 2022 is as follows:

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

Received: 208 Passed Test: 107 Failed/Rejected: 14 No Show: 87

NUMBER OF TESTS ADMINISTERED

Entry Level: 8 Promotional: 1 Probationary: 6

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

Resignations/Releases/Disability: 9
Appointments: 14
Retirements: 2
Lay Offs: 0

APPLICANTS AVAILABLE FOR CERTIFICATION AS OF 12/31/2022: 31

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: 252**APPEALS, REMOVALS, SUSPENSIONS, AND INVESTIGATIONS**

Appeals: 0 Suspensions: 0 Investigations: 0

COURT CASES

Filed: 0 Pending: 0

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

TESTS ADMINISTERED FOR YEAR 2022:

Police - Public Safety Communications Officer
Police Officer – Entry Level
Police Officer – Lateral Transfer
Police Officer - Probationary
Police – Lieutenant (Promotional)
Firefighter – Entry Level
Firefighter – Probationary
Waterline Maintenance Worker I
Sewer Maintenance Worker I
Utility Billing Clerk I

Objectives for the Next Year**TEST SLATED TO BE ADMINISTERED FOR YEAR 2023**

Police Officer
Police – Chief/Captain (Promotional)
Police – Lieutenant (Promotional)
Police – Sergeant (Promotional)
Police – Public Safety Communications Officer
Waterline Maintenance Worker I
Airport Line Service Technician
Sewer Maintenance Worker I
Fire - Captain (Promotional)