



2023 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

**ZONING**Building/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 2023 is as follows:

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

Received: 172      Passed Test: 108      Failed/Rejected: 29      No Show: 35

### **NUMBER OF TESTS ADMINISTERED**

Entry Level: 10      Promotional: 3      Probationary: 5

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

Resignations/Releases/Disability: 11  
Appointments: 24  
Retirements: 10  
Lay Offs: 0

**APPLICANTS AVAILABLE FOR CERTIFICATION AS OF 12/31/2023: 39**

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 2023:**

Police - Public Safety Communications Officer  
Police Officer – Entry Level  
Police Officer – Lateral Transfer  
Police Officer - Probationary  
Police – Sergeant (Promotional)  
Police – Captain/Chief (Promotional)  
Firefighter – Entry Level  
Firefighter – Probationary  
Firefighter – Captain (Promotional)  
Waterline Maintenance Worker I  
Sewer Maintenance Worker I  
Airport Line Service Technician

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

Police Officer  
Police – Public Safety Communications Officer  
Firefighter  
Waterline Maintenance Worker I  
Sewer Maintenance Worker I  
Utility Billing Clerk