

# CIVIL SERVICE COMMISSION

318 DORNEY PLAZA  
MUNICIPAL BUILDING - ROOM 302  
FINDLAY, OHIO 45840  
Telephone (419) 424-7112 • Fax (419) 424-7245

**COMMISSIONERS**  
Daniel M. Snyder  
Barbara D. Larick  
Thomas P. Kemp  
Deidre Ramthun – Clerk/Secretary

## CIVIL SERVICE COMMISSION

### YEAR “2008” CITY OF FINDLAY ANNUAL REPORT

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 positions have been used in Ohio since 1913.

The City of Findlay Civil Service Commission meets on the first Wednesday of each month at 11:30 a.m. in conference room #1 located on the third floor of the Municipal Building. The Civil Service Commission is comprised of three commission members and a clerk/secretary with its office located on the third floor of the Municipal Building, Room 302, Findlay, Ohio 45840. Those individuals are:

Barbara D. Larick, Chairperson  
Daniel M. Snyder  
Thomas P. Kemp  
Deidre Ramthun, Clerk/Secretary

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

#### CITY OF FINDLAY

##### FIRE

Firefighter – Entry Level  
Fire – Captain (Promotional)  
Fire – Battalion Chief (Promotional)  
Fire – Deputy Chief (Promotional)  
Fire – Chief (Promotional)

##### POLICE

Police Officer – Entry Level  
Police – Sergeant (Promotional)  
Police – Lieutenant (Promotional)  
Police – Captain (Promotional)  
Police – Chief (Promotional)  
Police Dispatch  
Police – Parking Violations Rep.

##### WATER

Water Meter Reader  
Assistant Operator – Water Treatment  
Assistant Operator – Pollution Control

##### CLERICAL

Clerical

##### CUSTODIAL

Grounds Maintenance Worker

##### ENGINEERING

Zoning/Building Inspector  
Engineering Technician

**FINDLAY CITY SCHOOLS**

**CLERICAL**

**CUSTODIAL**

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 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, Dispatch and Findlay City School Custodians may also be addressed by the Civil Service Commission if said issue relates to the responsibilities of the commission.

A composite of work and events having occurred in the office of the Civil Service Commission for the year “2008” are as follows:

**ENTRY LEVEL EMPLOYMENT, PROMOTIONAL & PROBATIONARY**

Received: 113      Passed Test: 70      Failed/Rejected: 13      No show: 30

**NUMBER OF TESTS ADMINISTERED**

Entry Level: 3      Promotional: 0      Probationary: 5

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

Resignations/Releases/Disability: 10\*      Appointments: 12      Retirements: 7      Lay Offs: 2

\* - 2 Resignations with disciplinary action pending

**APPLICANTS AVAILABLE FOR CERTIFICATION AS OF 12/31/2008:**      226

Each vacancy requires the certification of ten applicants for consideration.

**CLASSIFIED CIVIL SERVICE POSITIONS**

City of Findlay: 295      Findlay City Schools: 86

**APPEALS, REMOVALS, SUSPENSIONS & 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 put in the official “Minutes” of the Commission or in correspondence to those parties concerned.

The year 2008 saw the implementation of two new positions which required testing.

- One – Zoning/Building Inspector
- One – Engineering Technician II

Each position required the giving of a test geared for the specific job description. The Commission was responsible for creating, implementing, and overseeing the testing process for these two positions.

**TESTS SLATED TO BE ADMINISTERED FOR YEAR 2009:**

Clerical (City and Findlay City Schools)  
Parking Enforcement Officer  
Firefighter (Entry and Promotional)  
Police Dispatcher  
Custodial (City and Findlay City Schools)  
Assistant Operator  
Police (Promotional)