

# CIVIL SERVICE COMMISSION

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

**COMMISSIONERS**  
Barbara D. Larick  
Charles D. Clapper  
Thomas P. Kemp  
Deidre Ramthun – Clerk/Secretary

## **CIVIL SERVICE COMMISSION** **YEAR “2011” 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:

Thomas P. Kemp, Chairman  
Barbara D. Larick  
Charles D. Clapper  
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 – Assistant Chief (Promotional)  
Fire – Chief (Promotional)

#### **WATER**

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

#### **CUSTODIAL**

Custodian

#### **ZONING**

#### **POLICE**

Police Officer – Entry Level  
Police – Sergeant (Promotional)  
Police – Lieutenant (Promotional)  
Police – Captain (Promotional)  
Police – Chief (Promotional)  
Police Dispatch  
Police – Parking Enforcement Officer

#### **CLERICAL**

Clerical

#### **ENGINEERING**

Engineering Technician II  
Construction Inspector

Building/Zoning Inspector

**FINDLAY CITY SCHOOLS**

**CLERICAL**

Clerical

**CUSTODIAL**

Custodian

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, Sewer Maintenance 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 “2011” are as follows:

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

Received: 165      Passed Test: 99      Failed/Rejected: 39      No Show: 27

**NUMBER OF TESTS ADMINISTERED**

Entry Level: 3      Promotional: 0      Probationary: 1

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

Resignations/Releases/Disability: 7      Appointments: 23      Retirements: 11      Lay Offs: 1

**APPLICANTS AVAILABLE FOR CERTIFICATION AS OF 12/31/2011: 332**

Each vacancy requires the certification of the top 25 percent of applicants from the eligible list for consideration with the exception of entry level firefighter which requires the certification of the top 10 applicants for consideration.

**CLASSIFIED CIVIL SERVICE POSITIONS**

City of Findlay: 262      Findlay City Schools: 75 (Civil Service Only)  
116 (Regular Classified Employees)

**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.

### TESTS ADMINISTERED FOR YEAR 2011:

Construction Inspector  
Police Dispatcher  
Police Officer – Probationary  
Clerical (City of Findlay and Findlay City Schools)

The year 2011 saw the implementation of a new test for Construction Inspector which 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 this position.

### TESTS SLATED TO BE ADMINISTERED FOR YEAR 2012:

Fire – Entry Level and Promotional (Captain and Battalion Chief)  
Police – Promotional (Sergeant and Lieutenant)