

CIVIL SERVICE COMMISSION

318 DORNEY PLAZA
MUNICIPAL BUILDING -ROOM 303
FINDLAY, OHIO 45840
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COMMISSIONERS

Charles D. Clapper
John T. Urbanski
Thomas P. Kemp
Deidre Ramthun – Clerk

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION

July 11, 2018

The Civil Service Commission met on Wednesday, July 11, 2018, in Conference Room 1 located on the third floor of the Municipal Building. Those present at the meeting were Civil Service Commission members – Chuck Clapper, John Urbanski, and Tom Kemp; and Deidre Ramthun, Clerk to the Commission; from the City of Findlay – Don Rasmussen, Law Director; and Don Essex, Human Resources Director.

A. Approval of Minutes:

A motion was made by Tom Kemp that the minutes from the June 6, 2018 meeting be approved as circulated. Said motion was seconded by John Urbanski, unanimously approved, motion carried, and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business:

1. The promotional examination for Police Captain will be administered at 12:00 noon on August 23, 2018 in Conference Room 1. One Lieutenant filed a Letter of Intent.
2. The Traffic Signal Electrician Assistant II examination was administered on June 7, 2018 with the following results:

5 – Applications Filed
2 – No Shows
3 – Tested
1 – Did Not Pass
2 – Passed

Jacob Kelley was appointed to the vacant Traffic Signal Electrician Assistant II position effective July 9, 2018.

New Business:

1. Resignation: (City of Findlay)
 - a. Katlin Nicely, Police Officer, effective July 1, 2018.

2. Transfer: (City of Findlay)
 - a. Joe Arras from Sewer Maintenance to Public Works Department Maintenance Worker II position effective July 9, 2018.
3. The entry level Firefighter examination will be administered at 6:30 p.m. on July 17, 2018 at Findlay High School. The location of the test has been changed to Classroom 7. The physical agility portion of the test will be administered on August 25, 2018 in the Municipal Building. Sixty-four (64) applications were filed.
4. Don Essex provided the Commission with a list of appointed/classified positions for the City of Findlay. The Administration and Commission discussed several positions and will continue to review the list. Don Rasmussen recommended review of the classification of the Account Clerk I-IV positions in the Auditor's Office because he does not feel that the job duties require essential qualifications over and above technical competency requirements, a high degree of trust, confidence, reliance, integrity or fidelity who perform non-ministerial, discretionary duties in the department heads place and stead. Tom Kemp recommended that the Auditor be invited to meet with the Commission to discuss this further. Deidre Ramthun was directed to send a letter to Auditor Jim Staschiak inviting him to the next Civil Service Commission meeting for verification of classification of the Account Clerk positions in the Auditor's Office.

C. Discussion was held on the following:

1. The Year-to-Date Budget Report was reviewed.

D. Action Items:

1. A motion was made by John Urbanski to approve payment of \$851.06 to Findlay Publishing Company for the legal ad for the Firefighter examination. Said motion was seconded by Tom Kemp and was passed unanimously.

The next meeting of the Civil Service Commission will be held on Wednesday, August 1, 2018, at 11:30 a.m. in conference room 1.

There being no further business to come before the Commission, a motion to adjourn was made by John Urbanski and seconded by Tom Kemp. Motion carried.

Respectfully submitted,



Deidre Ramthun
Clerk

Copies to: Commission Members

Mayor Lydia Mihalik

Paul Schmelzer, Director of Safety, City of Findlay

Brian Thomas, Director of Service/Acting Engineer, City of Findlay

Don Rasmussen, Law Director, City of Findlay

Don Essex, Human Resources Director, City of Findlay

Police Chief John Dunbar, City of Findlay

Doug Marshall, President, OPBA, City of Findlay

Fire Chief Joshua Eberle, City of Findlay

Matt Cooper, President, IAFF Local 381, City of Findlay

Edward Kurt, Superintendent, Findlay City Schools

Troy Roth, Assistant Superintendent, Findlay City Schools

Debi Ward, Human Resources Secretary, Findlay City Schools

Dennis McPheron, Facilities Director, Findlay City Schools

Nichole Conley, President of Custodian Union, Findlay City Schools