

CIVIL SERVICE COMMISSION

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

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION

May 7, 2014

The Civil Service Commission met on Wednesday, May 7, 2014, 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, Tom Kemp, and Barb Larick; Deidre Ramthun, Clerk/Secretary to the Commission; Don Rasmussen, Law Director for the City of Findlay; Don Essex, Director of Human Resources and Performance Excellence for the City of Findlay; and Dave Moore, Findlay Resident.

A. A motion was made by Barb Larick that the minutes from the April 9, 2014 meeting be approved as written. Said motion was seconded by Tom Kemp, unanimously approved, motion carried and minutes adopted.

B. Deidre Ramthun reported the following:

1. A request was received on April 16, 2014 from Julie Baker, Human Resources Coordinator for Findlay City Schools, for certification of one additional name from the Clerical list to replace Marla Baughman who exercised her waiver right. One name was certified on April 16, 2014.

A request was received from Julie Baker on April 29, 2014 for certification of three additional names from the Clerical list. Three names were certified on April 29, 2014. Interviews are pending.

2. Robert Mc Master was appointed effective May 1, 2014 and Bradlee Tennant was appointed effective June 1, 2014 to vacant Custodian positions at Findlay City Schools.

3. Jennifer Myers was appointed effective April 13, 2014 to a Dispatcher position in the Police Department.

4. Ryan Hackworth, Daniel Griffith, and Jordan Breece were appointed to entry level Police Officer positions in the Police Department effective April 28, 2014.

5. Brian Voltz resigned from a Wastewater Operator position in Water Pollution Control effective March 29, 2014.

6. The promotional examination for Fire Captain was administered on April 30, 2014. Sixteen candidates filed a Letter of Intent, twelve candidates completed the test, and four candidates did not show. The protest period deadline to inspect the test questions and master answer sheet is May 7, 2014. The protest period to examine graded exams and master score sheet is May 14, 2014 through May 21, 2014. The deadline to submit a protest for grading of the promotional examination for Captain is May 22, 2014 at 4:30 p.m.

7. The Report of Activities for Calendar Year 2013 was mailed to the State Personnel Board of Review on April 23, 2014.

C. Discussion was held on the following:

1. Non-competitive appointment for the Computer Network Specialist I position in the Computer Services Department. Don Rasmussen presented a letter to the Commission stating that, in his opinion, no competitive examination need be given for the Computer Network Specialist I position. The Commission is of the consensus that the job description, as it stands now, appears that the Computer Network Specialist I position should be tested. A motion was made by Barb Larick that the Civil Service Commission test for the Computer Network Specialist I position. Said motion was seconded by Tom Kemp and unanimously approved. The Commission directed Deidre Ramthun to send a letter to Justin Weddington informing him that a test would be administered for the Computer Network Specialist I position and to ask Justin to respond with a timeframe of how long it would take to create this test.
2. Reclassification of the Airport Worker II position and necessary documentation for the State Personnel Board of Review Report of Activities stating the reason why testing should not be administered. Discussion held at the April 2014 meeting. The Law Director informed the Civil Service Commission that the Administration is not recommending that the Airport Worker II position be reclassified at this time.
3. Appendix A form – Order of Removal, Reduction, Suspension was discussed. A motion was made by Barb Larick to change the wording on the Appendix A form from “The reason for this action is that you have been guilty of” to “The reason for this action is that you have been found in violation of”. Said motion was seconded by Tom Kemp, subject to any other changes. Barb withdrew her motion to let the Law Director research and review the language on the Appendix A form.
4. Revision of Rules and Regulations – A motion was made by Barb Larick to wait until interested parties have attended the State Personnel Board of Review training on June 13, 2014 before making any decision on the proposed revisions to the rules and regulations. Said motion was seconded by Tom Kemp and unanimously approved.
5. The State Personnel Board of Review (SPBR) Academy will conduct a comprehensive training on June 13, 2014 regarding administering Ohio’s Civil Service Laws. Paul Schmelzer, Don Essex, and Don Rasmussen are attending this seminar. A motion was made by Barb Larick that Deidre Ramthun attend this training. Said motion was seconded by Tom Kemp and the motion was unanimously approved. The registration fee will be \$100 each (instead of \$150) since more than one employee from the City of Findlay will be attending the training.
6. The Year-to-Date Budget Report was reviewed.

D. Action Items:

1. A motion was made by Barb Larick to approve the payment of the invoice for \$200 from Workplace Resources for the pre-employment psychological evaluation for new hire Police Officer Jordan Breece. Said motion was seconded by Tom Kemp and unanimously approved.

E. The next meeting of the Civil Service Commission will convene at 11:30 a.m. on Wednesday, June 4, 2014, in Conference Room 1 located on the third floor of the Municipal Building.

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

Respectfully submitted,



Deidre Ramthun
Clerk/Secretary

Copies to: Commission Members

Mayor Lydia Mihalik

Paul Schmelzer, Service-Safety Director, City of Findlay

Don Rasmussen, Law Director, City of Findlay

Don Essex, Director of Human Resources and Performance Excellence, City of Findlay

Police Chief Greg Horne, City of Findlay

Fire Chief Thomas Lonyo, City of Findlay

Justin Weddington, Computer Services Supervisor, City of Findlay

Craig Kupferberg, Assistant Superintendent, Findlay City Schools

Julie Baker, Human Resources Coordinator, Findlay City Schools

Gary Brondes, President of Custodian Union, Findlay City Schools