

CIVIL SERVICE COMMISSION

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

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION November 2, 2016

The Civil Service Commission met on Wednesday, November 2, 2016, in Conference Room 1 located on the third floor of the Municipal Building. Those present at the meeting were Civil Service Commission members – Tom Kemp, Chuck Clapper, and John Urbanski; Deidre Ramthun, Clerk to the Commission; Elicia Mitchell, Records Administrator in the Mayor's Office, City of Findlay; and Don Essex, Human Resources Director, City of Findlay.

A. Approval of Minutes:

A motion was made by John Urbanski that the minutes from the October 5, 2016 meeting be approved as circulated. Said motion was seconded by Chuck Clapper, unanimously approved, motion carried, and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business:

1. Computer Services continues to work on the online Civil Service and City Employment Applications. The Civil Service Commission made the decision to remove salary history from the Civil Service Application.
2. Deidre Ramthun was directed to notify the Hiring Authorities for the City of Findlay and Findlay City Schools of the scheduled test dates for the first quarter of 2017.

If testing is requested, the available test dates are as follows: February 7, 2017, February 23, 2017, March 9, 2017, and March 23, 2017.

New Business:

1. Don Essex informed the Commission that he will be working on classification rules for layoff and stated that there is no true classification system for Civil Service for displacements. He will present the salary ordinance and salary ranges to the Commission by the end of the first quarter of 2017.

2. The written examination for entry level police officer was administered at 6:30 p.m. on October 6, 2016 in the Findlay High School cafeteria and the physical agility test will be administered at 6:30 p.m. in the Koehler Center at the University of Findlay on November 3, 2016.

78 – Applications were timely filed.

2 – Applicants were ineligible per O.R.C. 124.41 – Over age limit. Two additional inquiries were received regarding the age limit.

2 – Applications were rejected because they were not timely filed.

9 – No shows for the written test.

16 – Did not pass the written test.

53 – Applicants passed the written test and are eligible to take the physical agility portion of the test on November 3, 2016.

3. The CritiCall dispatcher test was administered on October 19, 2016, October 20, 2016, and October 21, 2016 in the Municipal Building Computer Services Training Room.

35 – Applications were timely filed.

8 – No shows.

27 – Tested.

4. The custodian examination was administered on October 25, 2016 at 6:30 p.m. at Glenwood Middle School cafetorium.

13 – Applications were timely filed.

1 – Application was incomplete.

2 – No shows.

11 – Tested.

1 – Did not pass.

10 – Passed.

A request was received on October 28, 2016 from Julie Baker, Human Resources Coordinator for Findlay City Schools, for certification of names from the custodian list for two custodian vacancies. Test score letters were mailed to the applicants on October 31, 2016. Names will be certified to Findlay City Schools as soon as possible.

5. The clerical test will be administered as follows:

Written Test – November 15, 2016 at 6:30 p.m. in the Findlay High School cafeteria.

Computer/Keyboarding Test – November 17, 2016 at 6:30 p.m. in Classrooms 105 and 107 at Findlay High School.

42 – Applications were timely filed.

1 – Application filed electronically before the deadline but was incomplete because of issues with the electronic application process.

1 – Application was electronically received at 4:43 p.m. on October 27, 2016.

The deadline to file an application was 4:30 p.m.

The Civil Service Commission concurred to accept these two applications.

6. Officer Lee Hammond resigned effective October 21, 2016 from the Findlay Police Department.
7. Firefighter Mark Sanders will retire effective November 24, 2016 from the Findlay Fire Department.
8. The 2017 and 2018 proposed Civil Service budgets were submitted to Service-Safety Director Paul Schmelzer. The Commission will present the proposed 2017 budget to City Council at the Budget Hearing Meeting on December 15, 2016.

C. Discussion was held on the following:

1. H.R. 6030 – Pay Equity Act of 2016. Don Essex will keep the Commission updated and informed on the status of H.R. 6030.
2. The Year-to-Date Budget Report was reviewed.
3. The contract between the Findlay Police Department and Workplace Resources for payment of pre-employment psychological evaluations (O.R.C. 124.41, 124.42, 124.23, O.A.C. 123:1-9-13 and Chapter 7 of the Civil Service Rules and Regulations) was discussed. Payment of pre-employment psychological evaluations for new hire police officers is included in the E.A.P. to Workplace Resources. The Civil Service Commission will be charged back for reimbursement. Cost of the pre-employment psychological evaluation is \$200. Tom Kemp would like the charge back processed on a monthly basis and asked that the Administration provide the Commission with the monthly charge back amount so it can be tracked in the budget and recorded in the minutes per previous discussion at the Civil Service Commission meeting held on March 18, 2016. Charge backs have not been provided or processed from the Civil Service budget. Don Essex informed the Commission that he will talk to the Police Department about the charge backs.

D. Action Items:

1. A motion was made by Chuck Clapper to approve payment of \$780.98 to the Findlay Publishing Company for the legal ad published in The Courier for the entry level police officer test. Said motion was seconded by John Urbanski, and was unanimously approved.

The next meeting of the Civil Service Commission will be held on Wednesday, December 14, 2016, 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 Chuck Clapper and seconded by John Urbanski. Motion carried.

Respectfully submitted,



Deidre Ramthun
Clerk

Copies to: Commission Members

Mayor Lydia Mihalik

Paul Schmelzer, Service-Safety Director, City of Findlay

Don Rasmussen, Law Director, City of Findlay

Don Essex, Human Resources Director, City of Findlay

Elicia Mitchell, Records Administrator, City of Findlay

Police Chief Greg Horne, 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

Gary Brondes, President of Custodian Union, Findlay City Schools