

CIVIL SERVICE COMMISSION

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

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION October 5, 2016

The Civil Service Commission met on Wednesday, October 5, 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; and Deidre Ramthun, Clerk to the Commission.

A. Approval of Minutes:

A motion was made by Chuck Clapper that the minutes from the September 7, 2016 meeting be approved as circulated. Said motion was seconded by Tom Kemp, unanimously approved, motion carried, and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business:

1. An updated report of the progress of the electronic City Employment Application and Civil Service Application was deferred to the next meeting.

New Business:

1. A letter was received on September 12, 2016 from Service-Safety Director Paul Schmelzer to postpone the promotional examination for fire captain.
2. The written examination for entry level police officer will be 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.
3. The CritiCall Dispatcher test will be administered in the Municipal Building Computer Services Training Room at various times on October 19, 20, and 21, 2016.

4. 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.

- C. Discussion was held on the following:

1. Educational requirements will be noted on the Notice of Examination for the next entry level police officer test.
2. For better control of the testing process, a testing schedule was discussed and Deidre Ramthun was requested to secure dates, times, and locations of examinations for the first quarter of 2017. A list of the scheduled test dates will be disseminated to the hiring authorities for the City of Findlay and Findlay City Schools. Based on their hiring need, they can inform the Civil Service Commission what date(s) on the list they would like to schedule a test.
3. The proposed 2017 and 2018 budgets are to be submitted to Service-Safety Director Paul Schmelzer by 5:00 p.m. on October 28, 2016.

Discussion took place regarding shared hours with the Engineering Department and if comp. time is required to be used within the pay period or if it can be accumulated.

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

- D. Action Items: There were no action items.

The next meeting of the Civil Service Commission will be held on Wednesday, November 2, 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

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

Julie Baker, Human Resources Coordinator, Findlay City Schools

Dennis McPherson, Facilities Director, Findlay City Schools

Gary Brondes, President of Custodian Union, Findlay City Schools