

CIVIL SERVICE COMMISSION

318 DORNEY PLAZA
MUNICIPAL BUILDING -ROOM 303
FINDLAY, OHIO 45840
Telephone(419)424-7112 • Fax (419)424-7245

COMMISSIONERS

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

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION January 25, 2017

The Civil Service Commission met on Wednesday, January 25, 2017, in Conference Room 2 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; Deidre Ramthun, Clerk to the Commission; Don Essex, Human Resources Director, City of Findlay; Elicia Mitchell, Records Administrator in the Mayor’s Office, City of Findlay; Brent Schroeder, Manager/System Administrator, Computer Services, City of Findlay; and Charles Curley, Computer Help Desk Technician, Computer Services, City of Findlay.

A. Approval of Minutes:

A motion was made by Tom Kemp that the minutes from the January 4, 2017 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. A motion was made by Tom Kemp to accept the electronic Civil Service Application form. Said motion was seconded by John Urbanski and was unanimously approved. The deadline to file an application will be changed to 11:59 p.m.

New Business:

1. Tom Kemp nominated and made a motion that John Urbanski be elected as Vice Chairman of the Civil Service Commission for 2017. Said motion was seconded by Chuck Clapper and was unanimously approved.
2. A motion was made by Tom Kemp to approve the Study Reference Material List for the Fire Captain promotional examination. Said motion was seconded by John Urbanski, unanimously passed, and the Study Reference Material List was approved.
3. A motion was made by John Urbanski to approve the Study Reference Material List for Police promotional examinations for Chief of Police, Lieutenant, and Sergeant. Said motion was seconded by Tom Kemp, unanimously passed, and the Study Reference Materials Lists were approved.

4. The Police Department promotional examinations have been scheduled as follows:

Preliminary Notices of Examination were posted on January 24, 2017.

Test Date and Times: April 21, 2017

10:00 a.m. – Chief of Police

10:00 a.m. – Lieutenant

1:30 p.m. – Sergeant

5. A request was received on January 9, 2017 from Acting Chief Sean Young to extend the Police Officer list for one year to January 13, 2018. A motion was made by Tom Kemp to approve the request for extending the Police Officer list for one year. Said motion was seconded by John Urbanski and the motion was unanimously passed. The Commission approved to extend the Police Officer list until January 13, 2018.
6. The conditional offer of employment to Zachary Jones on December 8, 2016 for a Police Officer position was rescinded on January 3, 2017. Discussion was held with Acting Police Chief Sean Young who informed the Commission that Mr. Jones did not pass the background investigation. A motion was made by Tom Kemp to remove Zachary Jones from the Police Officer list. A letter will be sent to Mr. Jones informing him that he needs to contact the Civil Service Office by February 10, 2017 if he would like to schedule a hearing prior to removing his name from the Police Officer list. Said motion was seconded by John Urbanski and was approved unanimously.
7. Nicholas Esterline was appointed to a vacant Police Officer position with the Findlay Police Department effective in January of 2017 pending completion and passing of the pre-employment psychological and physical evaluations and the background investigation.
8. A request was received on January 24, 2017 from Service-Safety Director Paul Schmelzer for certification of names from the Police Officer list for two vacancies.
9. A request was received on January 17, 2017 from Acting Police Chief Sean Young for extension of probation for Officer Ben Stoner for an additional three months. A motion was made by John Urbanski to accept the recommendation from Acting Police Chief Young to extend the probationary period for Officer Stoner. Said motion was seconded by Tom Kemp and was unanimously approved.
10. Charles Curley was appointed to a Computer Help Desk Technician position effective January 1, 2017. Appointment to this position was not tested because it is a specialized position. This initially was a part-time position which became full time. Brent Schroeder, Administrator for Computer Services, will provide the Civil Service Commission with a letter stating why this position was not tested.

11. Findlay City Schools appointed the following candidates to Custodian-At-Large positions and requested expiration of the Custodian list effective January 9, 2017:
 - a. Herbert Franks, Jr. – effective January 9, 2017
 - b. Patrick Baker – effective January 10, 2017
 12. The following employees at Findlay City Schools have been reclassified:
 - a. Michael Brown – from Donnell Custodian to Northview 1st Shift Lead Custodian effective January 1, 2017.
 - b. Sam Huntington – from Donnell Custodian to Glenwood 1st Shift Lead Custodian effective January 1, 2017.
 - c. Cindy Silette – from Whittier 214 Secretary to Facilities 260 Day Secretary effective January 4, 2017.
 - d. Susan Stoffel – from Welcome Center 234 Secretary to Whittier 214 Secretary effective February 6, 2017.
 13. Don Essex inquired if a classified employee can transfer to a pending vacant position in the Police Department Records Office. This would be a transfer from a Clerk I to a Clerk II position. It would also be a different classification and a different pay rate. This would not be a promotion. Discussion was held regarding Statute 124.32 which states that a person holding an office or position in the classified service may be transferred to a similar position in another office, department, or institution having the same pay and similar duties, but no transfer shall be made as follows: From an office or position in one class to an office or position in another class; to an office or position for original entrance to which there is required by sections 124.01 to 124.64 of the Revised Code, or the rules adopted pursuant to those sections, an examination involving essential tests or qualifications or carrying a salary different from or higher than those required for original entrance to an office or position held by the person proposed to be transferred. The employee originally passed the clerical test in 2006. Deidre was directed to contact a State Personnel Board of Review Administrative Law Judge for clarification.
 14. Don Essex inquired if the Assistant Recreation Supervisor position in the Recreation Department should be a classified position and can a Supervisor have an appointed position or only Department Heads? It was determined that the Assistant Recreation Supervisor should be a classified position. The Operations Scheduler position should be reclassified from appointed to a classified position.
- 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 an invoice for \$26.00 to Basol for janitorial service for cleaning the Civil Service Office. Said motion was seconded by Tom Kemp and was unanimously approved.

The next meeting of the Civil Service Commission will be held on Wednesday, March 1, 2017, 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, Service-Safety Director, City of Findlay
Don Rasmussen, Law Director, City of Findlay
Don Essex, Human Resources Director, City of Findlay
Acting 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
Elicia Mitchell – Records Administrator, City of Findlay
Brent Schroeder – Manager/System Administrator, City of Findlay
Charles Curley – Computer Help Desk Technician, 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