

# CIVIL SERVICE COMMISSION

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

## MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION September 5, 2018

The Civil Service Commission met on Wednesday, September 5, 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; Deidre Ramthun, Clerk to the Commission; and from the City of Findlay – Don Essex, Human Resources Director, Fire Chief Joshua Eberle, and Matt McVicker, Airport Supervisor.

A. Approval of Minutes:

A motion was made by Tom Kemp that the minutes from the August 1, 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 entry level Firefighter examination was administered as follows:

Written examination – administered on July 17, 2018

Physical Agility examination – administered on August 25, 2018

64 – Applicants

10 – No shows for written test

24 – Did not pass written test

30 – Passed written test and are eligible for physical agility test

1 – No show for physical agility test

1 – Withdrawal

3 – Did not pass physical agility test

15 – Passed both written and physical agility tests

10 – Candidates remaining on list to complete physical agility test to be eligible for certification. Test could not be completed because of inclement weather.

Request received on August 28, 2018 from Safety Director Paul Schmelzer to certify names from the Firefighter list for six positions. Fifteen names were certified on August 30, 2018.

Interviews are scheduled for September 12, 2018. Following interviews, Fire Chief Eberle would like to provide conditional offers of employment with three staggered start dates. The Civil Service Commission was in agreement with Chief Eberle's recommendation of three different start dates. Upon the filling of the position, the Administration will request to extend the eligible list for one year.

2. Request received on July 30, 2018 from Chief Eberle to administer the probationary Firefighter examination to Firefighters Brandon Craft and Clayton Cooper.
  - a. Brandon Craft passed the probationary examination on August 13, 2018.
  - b. Clayton Cooper passed the probationary examination on August 14, 2018.
3. The second promotional examination for Police Captain was administered on August 23, 2018. The protest period to review the graded answer sheet has expired. Deidre Ramthun has been directed to send an e-mail to Safety Director Paul Schmelzer and City Law Director Don Rasmussen to inform them that the protest period has passed and ask how they would like the Civil Service Commission to proceed per the Collective Bargaining Agreement.

New Business:

1. The Civil Service page of the City of Findlay website was reviewed with Elicia Mitchell on August 29, 2018. A photo can be added to the page, if desired. Elicia would like to be informed when the Civil Service Commission and Human Resources have completed review of the classified positions.
2. The following have been hired to Sewer Maintenance Worker I positions in the Sewer Maintenance Department:
  - a. Levi Bishop, effective September 4, 2018
  - b. Jeremy Kraft, effective September 10, 2018
3. Brent Schroeder, Manager/System Administrator for Computer Services, recommended the reclassification of the Computer Help Desk Technician position from classified to unclassified. The Civil Service Commission recommended a formal letter from Brian Thomas requesting justification for revising the classification of the Computer Help Desk Technician position from classified to unclassified and provide a signed Notice of Appointment to Unclassified Position form.

4. Request received from Safety Director Paul Schmelzer to expire the current Police Officer test and administer another test. The written examination will be administered on October 25, 2018 at 6:30 p.m. in the cafeteria at Findlay High School. The physical agility exam will be administered in December 2018.

C. Discussion was held on the following:

1. The list of appointed/classified positions provided by Human Resources Director Don Essex were reviewed. For future hiring, the Civil Service Commission and Administration agreed to have each Department Head create a test for all new classified employees. Further discussion was held that new classified employees would be tested unless that position requires a license. Don Essex will review the current tests and meet with Department Heads to create a test for each classified position. The Civil Service Commission will be involved in this process and continue to be responsible for administering the tests.
2. Testing information from the Department of Administrative Services was discussed. Classified positions for the State are done at the discretion of each department.
3. The 2019 and 2020 budget meeting will be held on October 3, 2018. Proposed budgets are due by October 25, 2018 and Budget Hearings with Council are scheduled for December 12 and 13, 2018.
4. The Year-to-Date Budget Report was reviewed.

D. Action Items:

A motion was made by John Urbanski to pay the invoice of \$1,127.60 received on August 30, 2018 from Clancy and Associates for the promotional examination for Police Captain. Said motion was seconded by Tom Kemp, and was unanimously approved.

Due to conflicting schedules, there will be no Civil Service Commission Meeting scheduled in October 2018.

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