

# CIVIL SERVICE COMMISSION

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

## COMMISSIONERS

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

## CIVIL SERVICE COMMISSION YEAR "2018" CITY OF FINDLAY ANNUAL REPORT

The Ohio Civil Service process is based on Article XV Miscellaneous (XV-10 Civil Service), Adopted January 1, 1913 as part of the Constitution of the State of Ohio; Ohio Revised Code Chapter 124; Ohio Administrative Code Chapter 123; Opinions of the Ohio Attorney General; and Court decisions. Competitive examinations for civil service positions have been used in Ohio since 1913.

The City of Findlay Civil Service Commission meets at 11:30 a.m. on the first Wednesday of each month in conference room #1 located on the third floor of the Municipal Building. The Civil Service Commission is comprised of three commission members and a clerk with its office located on the third floor of the Municipal Building, Room 303, Findlay, Ohio 45840. Those individuals are:

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

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The Civil Service Commission for the City of Findlay is responsible for testing in the following positions for the City of Findlay and Findlay City Schools:

### CITY OF FINDLAY

#### FIRE

Firefighter – Entry Level  
Fire – Captain (Promotional)  
Fire – Battalion Chief (Promotional)  
Fire – Assistant Chief (Promotional)\*  
\*(We may, but haven't yet, administer  
this promotional test.)  
Fire – Chief (Promotional)

#### WATER

Water Meter Reader  
Assistant Operator – Water Treatment  
Assistant Operator – Pollution Control

#### CUSTODIAL

Custodian

#### ZONING

Building/Zoning Inspector  
Enforcement Officer

#### POLICE

Police Officer – Entry Level  
Police – Sergeant (Promotional)  
Police – Lieutenant (Promotional)  
Police – Captain (Promotional)  
Police – Chief (Promotional)  
Police – Public Safety Communications Officer  
Police – Parking Enforcement Officer

#### CLERICAL

Clerical

#### ENGINEERING

Engineering Technician II  
Construction Inspector  
Graduate Engineer

#### TRAFFIC SIGNALS

Traffic Signal Electrician Assistant II

**FINDLAY CITY SCHOOLS****CLERICAL**

Clerical

**CUSTODIAL**

Custodian

There are other non-skilled positions which are classified as "civil service"; however, testing is not required for those positions at the present time. Additionally, other positions for employment within the City of Findlay which are classified as "civil service" have special licensing and skill requirements which are mandated by the State of Ohio and therefore do not require testing.

According to Ohio Revised Code Section 124.34, the Findlay Civil Service Commission can acquire jurisdiction of an employee disciplinary matter if it involves reduction in pay or a position, fines, suspension, or removal. Issues involved in the collective bargaining agreement for Police, Fire, Dispatch, and Findlay City School Custodians may also be addressed by the Civil Service Commission if said issue relates to the responsibilities of the Commission.

A composite of work and events having occurred in the office of the Civil Service Commission for the year "2018" are as follows:

**ENTRY LEVEL EMPLOYMENT, PROMOTIONAL, AND PROBATIONARY  
FOR ALL CIVIL SERVICE POSITIONS**

Received: 199

Passed Test: 105

Failed/Rejected: 52

No Show: 42

**NUMBER OF TESTS ADMINISTERED**

Entry Level: 6

Promotional: 4

Probationary: 8

**RESIGNATIONS/RELEASES/DISABILITY, APPOINTMENTS, RETIREMENTS, LAY OFFS**

Resignations/Releases/Disability/Death: 14 (7 – City of Findlay, 7 – Findlay City Schools)

Appointments: 21 (19 – City of Findlay, 2 – Findlay City Schools)

Retirements: 9 (7 – City of Findlay, 2 – Findlay City Schools)

Lay Offs: 0

**APPLICANTS AVAILABLE FOR CERTIFICATION AS OF 12/31/2018: 55**

Each vacancy requires the certification of the top ten names on the eligible list or the top twenty-five percent of the eligible list, whichever is greater. In the event that ten or fewer names are on the eligible list, the appointing authority may select any of the listed candidates.

**CLASSIFIED CIVIL SERVICE POSITIONS**

City of Findlay: 246

Findlay City Schools: 72 (Civil Service Only)  
102 (Regular Classified Employees)

**APPEALS, REMOVALS, SUSPENSIONS, AND INVESTIGATIONS**

Appeals: 1 - Filed 1/2017; Notice of Withdrawal 4/5/2018    Suspensions: 0    Investigations: 0

**COURT CASES**

Filed: 0

Pending: 0

Numerous issues requiring the presence of Commission members were addressed with the findings either put in the official "Minutes" of the Commission or in correspondence to those parties concerned.

**TESTS ADMINISTERED FOR YEAR 2018:**

Police Officer – Two Entry Level Written and Physical Agility Tests (March and October 2018)  
Police – Promotional (Two Captain Tests – April and August 2018, Lieutenant, and Sergeant)  
Police Officer - Probationary  
Firefighter – Entry Level Written and Physical Agility  
Firefighter - Probationary  
Code Enforcement  
Graduate Engineer  
Traffic Signal Electrician Assistant II

**TESTS SLATED TO BE ADMINISTERED FOR YEAR 2019:**

Police Officer – Entry Level Written and Physical Agility  
Police Officer – Probationary (As Necessary)  
Police Public Safety Communications Officer  
Police Parking Enforcement Officer  
Fire – Promotional (Assistant Chief, Battalion Chief, and Captain)  
Firefighter – Probationary (As Necessary)  
Clerical – City of Findlay and Findlay City Schools  
Public Works  
Water Department  
Sewer Maintenance