

# CIVIL SERVICE COMMISSION

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**COMMISSIONERS**  
Thomas P. Kemp  
Charles D. Clapper  
Jeffrey E. Fort  
Deidre Ramthun – Clerk

## MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION May 1, 2019

The Civil Service Commission met on Wednesday, May 1, 2019, 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 Deidre Ramthun, Clerk to the Commission; from the City of Findlay – Don Essex, Human Resources Director. Commission Member John Urbanski was unable to attend the meeting as he was out of town.

### A. Approval of Minutes:

A motion was made by Chuck Clapper that the minutes from the March 28, 2019 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. Clerical Examination

- 89 – Applicants
- 50 – No shows for written examination on March 19, 2019
- 39 – Completed written examination
  - 3 – No shows for computer/keyboarding March 26, 2019
- 36 – Completed both portions of the clerical examination
  - 4 – Did Not Pass
  - 32 – Passed

- a. A request was received on April 11, 2019 from Debi Ward, Executive Secretary, Findlay City Schools Human Resources Department, for certification of names from the clerical eligible list for two positions. Eleven names were certified on April 19, 2019.

A request was received on April 22, 2019 from Troy Roth, Assistant Superintendent, Findlay City Schools, to certify one additional name from the clerical list to replace a candidate who is ineligible to work for Findlay City Schools. One additional name was certified on April 22, 2019.

A request was received on April 30, 2019 from Debi Ward to certify one additional name from the clerical list to replace a candidate who exercised her temporary waiver rights for the secretarial position at Lincoln School. One additional name was certified on April 30, 2019.

- b. A request was received on April 2, 2019 from Brian Thomas, Service Director/Acting Engineer, City of Findlay, for certification of names from the clerical eligible list as soon as the test is graded. Ten names were certified on April 19, 2019. Additional names will be certified at a later date when the candidates determine if they would like to interview for the clerical vacancy at the Recreation Department, Utility Billing Department, or for both vacancies.

A request was received on May 1, 2019 from Brian Thomas for certification of four names from the clerical list to replace candidates who have requested waivers.

2. Promotional examinations for Assistant Chief and Battalion Chief will be administered on June 18, 2019.
3. Discussion was held at the Civil Service Commission Meeting on March 28, 2019 about whether the Commission can administer a general examination for all classified positions instead of a job specific examination and if the Hiring Authority can administer a second examination once names are certified. The Commission directed Deidre Ramthun to contact Clemans Nelson for their opinion on these issues.

The opinion from Patrick Hire, Clemans Nelson, regarding administering a general examination for all classified positions and if the Hiring Authority can administer a second exam once names are certified is as follows:

Mr. Hire said administering a general examination for all classified positions is allowed but is not a good practice. There are not enough benefits by doing this because of the liability it could create. He doesn't recommend it because you have a hard time qualifying one candidate over another and doesn't test for fitness and merit for the position. The Hiring Authority needs a good reason why they would pick and choose from the list which isn't a good practice because it opens up the City for liability. If during the interview, candidate #5 was chosen over candidate #1, candidates 1 – 4 could have a claim because the Hiring Authority is choosing #5 instead of #1. This is a good reason to keep all interview notes. (Not the same as entry level police officer, for example, because you're testing all candidates for only one position and all names certified would qualify.) Once tested and certified, it is the assumption that the candidate is qualified. The same 10 candidates would be certified repeatedly and would not be cost beneficial because the list expires upon the filling or closing of the position unless it is extended for one year. Mr. Hire doesn't know of anyone who tests for all positions except Lima and they're a charter form of government.

The Commission discussed testing for skill sets.

Regarding determining if the Hiring Authority can administer a second exam once names are certified, Mr. Hire said that the names are already certified as qualified for the position; therefore, there is no need to administer a second test.

Further discussion took place regarding employees being transferred from one department to another after their initial hire date and would the employee be required to take and pass another test? Mr. Hire stated that the employer can hire from within and transfer the employee to another department if they meet the job description requirements. The

employee does not need to take and pass another test because they already passed an initial civil service test and are already employed by the City. It is acceptable to transfer an employee from Water Distribution to Water Pollution Control, for example. Don Essex will inform the Commission when classified employees are transferred to another position.

Additional discussion was held with Mr. Hire about the request from Findlay City Schools to be relinquished from Civil Service. Mr. Hire stated that he has not heard of this happening before and would require a fee to research this information. The fee is \$160 per hour and he felt that it would require approximately three hours of research.

New Business:

1. Resignation (City of Findlay):

John Urbanski, Civil Service Commission, effective May 31, 2019.

2. Retirement (City of Findlay):

Jerrold Harsh, Utility Billing Clerk, Utility Billing Department, effective May 10, 2019.

3. A request was received on April 2, 2019 from Safety Director Paul Schmelzer for certification of names from the police officer eligible list for one pending vacancy. Ten names were certified on April 2, 2019.

A request was received on April 8, 2019 from Chief Dunbar to certify one additional name from the police officer eligible list to replace a candidate who exercised his temporary waiver right. One additional name was certified on April 8, 2019.

There are no additional names remaining to be certified on the current police officer eligible list.

Interviews were held on April 25 and April 26, 2019. Garrett Schling was appointed to the police officer position. His effective hire date is contingent upon the completion and passing of the background investigation, pre-employment psychological evaluation, and physical.

4. A request was received on April 2, 2019 to administer an examination for Sewer Maintenance Worker I in the Sewer Maintenance Department at the Water Pollution Control Center. The examination will be administered on June 6, 2019 at 6:30 p.m. at Glenwood Middle School.

C. Discussion was held on the following:

1. The Annual Report of Activities was filed with the State Personnel Board of Review on April 1, 2019.
2. The Year-to-Date Budget Report was reviewed.

D. Action Items:

1. A motion was made by Chuck Clapper to approve two payments of \$300 each to Central Behavioral Healthcare for pre-employment psychological evaluations for new hire police officers Paul Frey and Nicholas Price. Said motion was seconded by Tom Kemp and the motion was unanimously passed.

The next meeting of the Civil Service Commission will be held on Wednesday, June 5, 2019, 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 Tom Kemp. Motion carried.

Respectfully submitted,



Deidre Ramthun  
Clerk

Copies to: Commission Members

Mayor Christina Muryn  
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 Executive Secretary, Findlay City Schools  
Dennis McPheron, Facilities Director, Findlay City Schools  
Nichole Conley, President of Custodian Union, Findlay City Schools