

# CIVIL SERVICE COMMISSION

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

## COMMISSIONERS

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

## **CIVIL SERVICE COMMISSION** **YEAR “2019” 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:

Thomas P. Kemp, Chairman  
Charles D. Clapper  
Jeffrey E. Fort  
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)  
Fire Chief (Promotional)

#### **WATER**

Water Meter Reader  
Assistant Operator

#### **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

**WATER POLLUTION CONTROL**

Assistant Operator  
Sewer Maintenance Worker I

**PUBLIC WORKS**

Maintenance Worker I

**FINDLAY CITY SCHOOLS**

Released from Civil Service jurisdiction by Mayor Muryn on May 1, 2019

**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 “2019” are as follows:

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

Received: 363                  Passed Test: 131                  Failed/Rejected: 89                  No Show: 143

**NUMBER OF TESTS ADMINISTERED**

Entry Level: 8                  Promotional: 3                  Probationary: 6

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

Resignations/Releases/Disability: 7  
Appointments: 26  
Retirements: 11  
Lay Offs: 0

**APPLICANTS AVAILABLE FOR CERTIFICATION AS OF 12/31/2019: 101**

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: 250

Findlay City Schools: 0

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

Appeals: 0    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 2019:**

Police Officer – Entry Level Written and Physical Agility Test  
Police Officer - Probationary  
Police Public Safety Communications Officer (Dispatcher)  
Firefighter – Entry Level Written and Physical Agility (Physical Agility administered in June and October)  
Firefighter – Probationary  
Fire – Promotional (Assistant Chief, Battalion Chief, Captain)  
Clerical  
Sewer Maintenance Worker I (Administered in June and September)  
Public Works Maintenance Worker I

**TESTS SLATED TO BE ADMINISTERED FOR YEAR 2020:**

Police Officer – Entry Level Written and Physical Agility  
Police Officer – Probationary (As Necessary)  
Police – Promotional (Chief, Captain, Lieutenant, and Sergeant)  
Police Public Safety Communications Officer (Dispatcher)  
Firefighter – Probationary (As Necessary)  
Engineering Department  
Zoning Department  
Public Works Department  
Traffic Signal Department  
Water Department  
Utility Billing Department  
Water Pollution Control Department  
Airport