

# CIVIL SERVICE COMMISSION

318 DORNEY PLAZA  
MUNICIPAL BUILDING - ROOM 302  
FINDLAY, OHIO 45840  
Telephone (419) 424-7112 • Fax (419) 424-7245

**COMMISSIONERS**  
Charles D. Clapper  
Thomas P. Kemp  
Barbara D. Larick  
Deidre Ramthun – Clerk/Secretary

## **CIVIL SERVICE COMMISSION** **YEAR “2012” 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/secretary with its office located on the third floor of the Municipal Building, Room 302, Findlay, Ohio 45840. Those individuals are:

Barbara D. Larick, Chairman  
Charles D. Clapper  
Thomas P. Kemp  
Deidre Ramthun, Clerk/Secretary

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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 – Water Treatment  
Assistant Operator – Pollution Control

#### **CUSTODIAL**

Custodian

#### **ZONING**

Building/Zoning Inspector

#### **POLICE**

Police Officer – Entry Level  
Police – Sergeant (Promotional)  
Police – Lieutenant (Promotional)  
Police – Captain (Promotional)  
Police – Chief (Promotional)  
Police Dispatch  
Police – Parking Enforcement Officer

#### **CLERICAL**

Clerical

#### **ENGINEERING**

Engineering Technician II  
Construction Inspector

**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, Sewer Maintenance, 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 "2012" are as follows:

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

Received: 89      Passed Test: 51      Failed/Rejected: 30      No Show: 8

**NUMBER OF TESTS ADMINISTERED**

Entry Level: 1      Promotional: 2      Probationary: 10

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

Resignations/Releases/Disability: 14      Appointments: 16      Retirements: 11      Lay Offs: 4

An appointment of a non-competitive position for a Traffic Signal Electrician Assistant I in the Traffic Department was effective August 20, 2012 which required peculiar and exceptional qualifications of both managerial and educational character. A competitive test would not have been practical nor would it have lent itself to determining a candidate who would succeed in this particular position – Ohio Revised Code 124.30 (A) (2).

**APPLICANTS AVAILABLE FOR CERTIFICATION AS OF 12/31/2012: 201**

Each vacancy requires the certification of the top 25 percent of applicants from the eligible list for consideration with the exception of entry level firefighter which requires the certification of the top 10 applicants for consideration.

**CLASSIFIED CIVIL SERVICE POSITIONS**

City of Findlay: 241

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

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

Appeals: 3 (Appeal Hearings will be held in 2013)      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 2012:**

Police Officer – Entry Level Physical Agility  
Police Officer – Probationary  
Police – Promotional (Lieutenant and Sergeant)  
Firefighter – Probationary

**TESTS SLATED TO BE ADMINISTERED FOR YEAR 2013:**

Fire – Promotional (Assistant Chief)  
Firefighter – Probationary (as necessary)  
Police Officer – Entry Level and Physical Agility  
Police Officer – Probationary (as necessary)  
Police Dispatch  
Custodian – Findlay City Schools