

OXFORD CIVIL SERVICE COMMISSION
March 2, 2016

**CALL TO
ORDER**

The Oxford Civil Service Commission Regular Meeting of March 2, 2016 was called to order at 5:33 p.m. by Karen Martino, Chair. Those members present were: James Burchyett, Vice-Chair; Greg Smith; Bill Brewer and Brian Martin.

Candi Turpin, Human Resources Director; Kim Newton, Recording Secretary; and John Jones, Acting Police Chief were in attendance for the City.

**APPROVAL OF
MINUTES**

A. Minutes of the January 27, 2016 Civil Service Commission Meeting.

Mr. Brewer moved to approve the January 27, 2016 regular meeting minutes.
Mr. Martin seconded. The motion passed 5-0-0.

REPORTS

A. State Personnel Board of Review – Report of Activities for 2015
a. Human Resources In-House Data for 2015

Ms. Turpin advised the 2015 Report of Activities is sent yearly to the State Personnel Board of Review and included activity from the City and the Talawanda School District. Ms. Turpin also advised an in-house report with more detail was also sent to the State.

Mr. Brewer moved to accept the 2015 State Personnel Board of Review Report of Activities. Mr. Martin seconded. The motion passed 5-0-0.

B. Appointment Notification – Police Lieutenant

Ms. Turpin advised Sergeant Lara Fening and Sergeant Geoff Robinson were promoted to Lieutenant effective March 1, 2016.

**OLD
BUSINESS**

A. None.

**NEW
BUSINESS**

A. Approval of the Police Officer Eligibility List (Police Department)

Ms. Turpin referred to her staff report in the agenda and advised sixty-two (62) applications were received with forty (40) applicants taking the exam. Ms. Turpin noted the twenty-six (26) who passed the exam were invited to take the physical agility test and advised there were nine (9) no shows, one (1) withdraw and one (1) applicant providing a medical waiver due to an injury prior to the testing. Ms. Turpin advised the remaining fifteen (15) applicants passed the physical agility testing and noted interviews were held with all fifteen (15) candidates on February 22 and 23, 2016. Ms. Turpin also advised the one (1) applicant with a medical waiver will be added to the eligibility list once released by the doctor and if they pass the physical agility. Ms. Turpin noted a recommendation of appointment will be made to the City Manager from the top five (5) candidates.

Mr. Brewer moved to approve the Police Lieutenant Eligibility List and Mr. Martin seconded. The motion passed 5-0-0.

B. Approval of Sports Coordinator Eligibility List (Parks and Recreation Department).

Ms. Turpin referred to her staff report in the agenda and advised fifty-two (52) applications were received with twenty-seven (27) applicants not meeting the requirements for the job and twenty-two (22) applicants with minimal qualifications. Ms. Turpin noted the remaining nine (9) candidates were invited for an interview on February 17, 2016 and asked to take the administrative exercise and assessment with all nine (9) passing. Ms. Turpin advised a recommendation for appointment will be made to the City Manager from the top five (5) candidates.

Mr. Brewer moved to approve the Sports coordinator Eligibility List and Mr. Burchyett seconded. The motion passed 5-0-0.

**ADJOURN TO
EXECUTIVE SESSION**

Mr. Brewer moved to adjourn to Executive Session at 5:50 p.m. in accordance with the Ohio Revised Code Section 121.22 (G) 1 for the purpose of discussing the Police Department's protocol for the Public Safety Assistant. Mr. Martin seconded. The motion passed by the following roll call:

AYE: Mr. Brewer, Mr. Burchyett, Mr. Smith, Mr. Martin, Ms. Martino (5)

NAY: None (0)

ABS: None (0)

**RETURN FROM
EXECUTIVE SESSION**

Mr. Brewer moved to return from Executive Session at 6:03 p.m. Mr. Martin seconded. The motion passed by the following roll call:

AYE: Mr. Martin, Mr. Smith, Mr. Brewer, Mr. Burchyett, Ms. Martino (5)

NAY: None (0)

ABS: None (0)

A. Review and Approval of the Police Department's protocol for the Public Safety Assistant position.

Mr. Brewer moved to approve the Police Department's protocol for the Public Safety Assistant position. Mr. Martin seconded. The Motion passed 5-0-0.

Ms. Martino inquired why the Oxford Police Department did not require their Police Officers to periodically take the physical agility exam and Acting Chief Jones advised there is no ongoing, continuing physical agility type standards that are required once you become a Police Officer. Acting Chief Jones noted it was fairly uncommon to have those in place, but did note the Ohio State Patrol did require their officers to pass ongoing physical agility assessments and advised the majority of the job of a police officer is communicating with the public and writing reports. Acting Chief Jones expressed his feeling part of the reason for the physical agility test is the desire to do the job, and noted for him he had to work really hard to get to the point of passing the test and felt the "heart" you put into it to pass the test to become an officer is a big part of it.

ADJOURN

Mr. Brewer moved and Mr. Martin seconded to adjourn at 6:08 p.m. The motion passed 5-0-0.

Karen Martino Date
Chair

Candi Turpin Date

STAFF REPORT

TO: Civil Service Commission
FROM: Candi Turpin
DATE: March 23, 2016
RE: APPOINTMENT – SPORTS COORDINATOR

We are very pleased to announce the appointment of Mr. Dustin VanWinkle to the position of Sports Coordinator in the Parks & Recreation Department. Mr. VanWinkle's appointment is effective March 28, 2016.

A letter of congratulations from the Commission has been prepared for the above named individual.



Talawanda School District

131 W. Chestnut St. Oxford, Ohio 45056
Phone: (513) 273-3100 Fax: (513) 273-3113
www.talawanda.org

March 14, 2016

Oxford Civil Service Commission
Municipal Building
Oxford, OH 45056

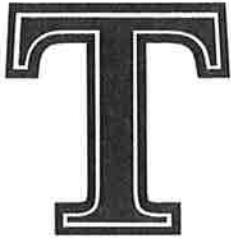
Attention: Candi Turpin

Please submit the attached Cafeteria Worker eligibility list for approval to the Civil Service Commission at the next scheduled meeting. For your information, we received 12 applications of which 10 took the written exam given on February 17, 2016; 2 did not show. Of the 10 who took the exam, all 10 passed with a score of 70% or better. These 10 were invited to take the practical skills test on March 1, 2016; 9 showed to take the test, 1 did not. Of the 9 that took this test, 8 passed, 1 did not. Eight interviews were conducted concluding the application process. All service and educational credits submitted have been added to the applicants' scores.

If you have any questions, please do not hesitate to call. Thank you for your assistance.

Sincerely,

Mr. Dennis Malone
Director of Human Resources



Talawanda School District

131 W. Chestnut St. Oxford, Ohio 45056
Phone: (513) 273-3100 Fax: (513) 273-3113
www.talawanda.org

March 14, 2016

Oxford Civil Service Commission
Municipal Building
Oxford, OH 45056

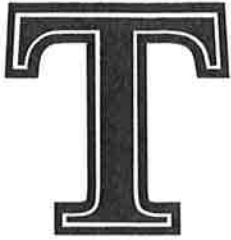
Attention: Candi Turpin

Please submit the attached Head Secretary eligibility list for approval to the Civil Service Commission at the next scheduled meeting. For your information, we received 35 applications of which 30 took the written exam given on February 17, 2016; 5 did not show. Of the 30 who took the exam, 21 passed with a score of 70% or better, and 9 did not pass. The top 10 scorers were invited to take the computer skills test on March 1, 2016; 9 showed to take the test, 1 did not. Of the 9 that took this test, all 9 passed. Nine interviews were conducted between March 7 and March 10, concluding the application process. All service and educational credits submitted have been added to the applicants' scores.

If you have any questions, please do not hesitate to call. Thank you for your assistance.

Sincerely,

Mr. Dennis Malone
Director of Human Resources



Talawanda School District

131 W. Chestnut St. Oxford, Ohio 45056
Phone: (513) 273-3100 Fax: (513) 273-3113
www.talawanda.org

March 14, 2016

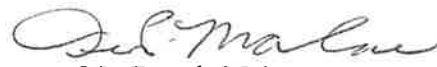
Oxford Civil Service Commission
Municipal Building
Oxford, OH 45056

Attention: Candi Turpin

Please submit the attached Assistant Secretary eligibility list for approval to the Civil Service Commission at the next scheduled meeting. For your information, we received 35 applications of which 29 took the written exam given on February 17, 2016; 6 did not show. Of the 29 who took the exam, 20 passed with a score of 70% or better, and 9 did not pass. The top 11 scorers (there was a tie for 10th place) were invited to take the computer skills test on March 1, 2016; 8 showed to take the test, 3 did not. Of the 8 that took this test, all 8 passed. Eight interviews were conducted between March 7 and March 10, concluding the application process. All service and educational credits submitted have been added to the applicants' scores.

If you have any questions, please do not hesitate to call. Thank you for your assistance.

Sincerely,


Mr. Dennis Malone
Director of Human Resources