

AGENDA
OXFORD CIVIL SERVICE COMMISSION

Tuesday, May 10, 2016

5:30 P.M.

2nd Floor Conference Room
Municipal Building

MEMBERS

| | | |
|-----------------------------------|----------------------------|--------------|
| | Karen Martino, Chairperson | |
| James Burchyett, Vice Chairperson | | Greg Smith |
| Bill Brewer | | Brian Martin |

STAFF

Candi Turpin, Human Resources Director, City of Oxford
Kim Newton, Recording Secretary

- I. Call to Order.**

- II. Approval of Minutes.**
 - A. Minutes of the March 23, 2016 Civil Service Commission Regular Meeting. Pg. 2

- III. Reports.**
 - A. Appointment Notification – Police Sergeant Pg. 5

- IV. Old Business.**
 - A. None.

- V. New Business.**
 - A. Approval of the Maintenance Worker Eligibility List (Talawanda) Pg. 6
 - B. Approval of the Custodial Worker Eligibility List (Talawanda) Pg. 7
 - C. Approval of the Public Safety Assistant Eligibility List (Police Department) Pg. 8

- VI. Adjournment.**

OXFORD CIVIL SERVICE COMMISSION
March 23, 2016

**CALL TO
ORDER**

The Oxford Civil Service Commission Regular Meeting of March 23, 2016 was called to order at 5:30 p.m. by Karen Martino, Chair. Those members present were: James Burchyett, Vice-Chair; Bill Brewer and Brian Martin. Greg Smith was excused.

Candi Turpin, Human Resources Director and Kim Newton, Recording Secretary were in attendance for the City.

Dennis Malone, Human Resources Director was in attendance for the Talawanda School District.

**APPROVAL OF
MINUTES**

A. Minutes of the March 2, 2016 Civil Service Commission Meeting.

Mr. Brewer moved to approve the March 2, 2016 regular meeting minutes.
Mr. Martin seconded. The motion passed 4-0-0.

REPORTS

A. Appointment Notification – Sports Coordinator

Ms. Turpin advised Mr. Dustin VanWinkle was appointed to the position of Sports Coordinator in the Parks and Recreation Department effective March 28, 2016.

**OLD
BUSINESS**

A. None.

**NEW
BUSINESS**

A. Approval of the Cafeteria Worker Eligibility List (Talawanda).

Mr. Malone advised 12 applications were received with 10 applicants taking the written exam and passing with a 70% or better. Mr. Malone noted the 10 applicants were invited to take the practical skills test with 9 applicants taking the test and 8 passing. Mr.

Malone advised 8 interviews were conducted and noted all service and educational credits were added to the applicant's scores.

Mr. Malone noted there is currently one (1) opening for cafeteria worker at the High School.

Mr. Brewer moved to approve the Cafeteria Worker Eligibility List and Mr. Martin seconded. The motion passed 4-0-0.

B. Approval of Head Secretary Eligibility List (Talawanda).

Mr. Malone advised 35 applications were received with 30 taking the written exam and 21 passing with a 70% or better. Mr. Malone noted the top 10 scorers were invited to take the computer skills test with 9 taking the test and all passing. Mr. Malone advised 9 interviews were conducted and noted all service and educational credits were added to the applicant's scores.

Mr. Malone noted there is currently one (1) opening available for Head Secretary at the High School.

Mr. Brewer moved to approve the Head Secretary Eligibility List and Mr. Martin seconded. The motion passed 4-0-0.

C. Approval of the Assistant Secretary Eligibility List (Talawanda).

Mr. Malone advised 35 applications were received with 29 taking the written exam and 20 passing with a 70% or better. Mr. Malone advised there was a tie for 10th place and noted the top 11 scorers were invited to take the computer skills test with 8 taking the test and passing. Mr. Malone advised 8 interviews were conducted and noted all service educational credits were added to the applicant's scores.

Mr. Malone noted there were no current openings for Assistant Secretary and Mr. Martin inquired why the test was given if there are no current openings. Mr. Malone advised if an opening came available within the next year they would have an eligibility list available to fill the position. Mr. Malone also advised they currently have an Assistant Secretary out on medical leave and there is a chance that person may not come back. Mr. Martin inquired if the applicants who took the test were aware there were no current openings and Mr. Malone advised, yes.

Mr. Brewer moved to approve the Assistant Secretary Eligibility List and Mr. Martin seconded. The motion passed 4-0-0.

ADJOURN

Mr. Brewer moved and Mr. Martin seconded to adjourn at 5:43 p.m. The motion passed 4-0-0.

| | |
|---------------|------|
| Karen Martino | Date |
| Chair | |

| | |
|--------------|------|
| Candi Turpin | Date |
|--------------|------|

STAFF REPORT

TO: Civil Service Commission
FROM: Candi Turpin
DATE: May 10, 2016
RE: APPOINTMENT – POLICE SERGEANT

We are very pleased to announce the promotion of the following Police Officer to the position of Police Sergeant in the Oxford Police Department.

Benjamin Hool took his oath on April 19, 2016.

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



Talawanda School District Facilities/97 West Chestnut Street, Oxford, Ohio
45056/ 513-273-3133

FAX: 513-273-3141

April 14, 2016

Oxford Civil Service Commission
Municipal Building
Oxford, OH 45056

Attention: Candi Turpin

Please submit the attached District Maintenance Personnel eligibility list, for approval, to the Civil Service Commission at the next scheduled meeting. Following is the breakdown of the applicants.

- Seven applicants registered to take the written exam on March 22, 2016. Six applicants participated in the exam, with one no show.
- Six applicants passed the written exam with a score of 70% or higher.
- Six applicants were scheduled over a two day period, April 12 & 13, 2016, to complete the Hands-On and Interview sections of the exam. All applicants participated.
- Six applicants passed with a Final Score of 70% or higher.

Once the scores of the 6 were tallied and additional credit was added to the applicant's scores, the applicant's ranking was determined and the eligibility list is attached.

We currently have an open position beginning July 1, 2016.

Please notify me of the date for the next scheduled Civil Service Commission meeting. If you have any questions, please do not hesitate to call. Thank you for your assistance.

Sincerely,

Mary Smith
Administrative Assistant
Talawanda District Facilities



Talawanda School District Facilities/97 West Chestnut Street, Oxford, Ohio
45056/ 513-273-3133

FAX: 513-273-3141

April 15, 2016

Oxford Civil Service Commission
Municipal Building
Oxford, OH 45056

Attention: Candi Turpin

Please submit the attached District Custodial Personnel eligibility list, for approval, to the Civil Service Commission at the next scheduled meeting. Following is the breakdown of the applicants.

- 4 applicants registered to take the written exam on March 23, 2016. Three applicants participated in the exam and one no-show.
- Three applicants passed the written exam with a score of 70% or higher.
- Three applicants were scheduled April 14, 2016, to complete the Hands-On and Interview sections of the exam. Three applicants participated.
- 3 applicants passed with a Final Score of 70% or higher.

Once the scores of the three were tallied and additional credit was added to the applicant's scores, the applicant's ranking was determined and the eligibility list is attached.

We currently have one immediate open position for District Custodial Personnel.

Please notify me of the date for the next scheduled Civil Service Commission meeting. If you have any questions, please do not hesitate to call. Thank you for your assistance.

Sincerely,

Mary Smith
Administrative Assistant
Talawanda District Facilities

STAFF REPORT

TO: Civil Service Commission
FROM: Candi Turpin
DATE: May 10, 2016
RE: PUBLIC SAFETY ASSISTANT
ELIGIBILITY LIST – POLICE DEPARTMENT

In response to a full-time opening of Public Safety Assistant in the Police Department, staff advertised the position in the Journal News and posted on the City website.

The City received forty-three (43) applications for the position. Following a review of the applications/resumes, it was determined that all candidates met the requirements for the position. Four (4) applicants did not execute the 'Before You Apply' document nor pay the required \$15.00 civil service exam fee. Seven (7) applicants did not show up to take the exam. Thirty-two (32) applicants took the exam. Nineteen (19) applicants passed the exam and thirteen (13) failed the exam. One (1) applicant withdrew his application prior to the interview process. The top ten (10) applicants were invited for an interview.

The top ten (10) candidates were scored based on their occupational/technical skills and administrative skills followed by an in-person interview. Interviews were held on April 26 and 27, 2016. The specific scores for each area as well as the percentage earned are included in your packet. Extra credit for military, education and service are also noted.

Staff is requesting the Commission's approval of the Public Safety Assistant Eligibility List which is attached. Upon approval by the Commission, a recommendation will be made to the City Manager for appointment using the Rule of 5.

**PUBLIC SAFETY ASSISTANT
Eligibility List**

| Rank | Applicant # |
|-------------|--------------------|
| 1 | 859 |
| 2 | 860 |
| 3 | 961 |
| 4 | 237 |
| 5 | 964 |
| 6 | 362 |
| 7 | 897 |
| 8 | 306 |
| 9 | 435 |
| 10 | 227 |