

**AGENDA**  
**OXFORD CIVIL SERVICE COMMISSION**

**Wednesday, September 23, 2015**

**6:00 P.M.**

**2<sup>nd</sup> 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 August 26, 2015 Civil Service Commission Regular Meeting. Pg. 2
- III. Reports.**
  - A. Appointment Notification – Police Officer Pg. 4
  - B. Appointment Notification – Utility Collections Specialist Pg. 5
- IV. Old Business.**
  - A. None.
- V. New Business.**
  - A. Review and Approval of Plant Mechanic I, Wastewater Plant Division – Service Department Protocol. Pg. 6
- VI. Adjournment to Executive Session**
  - A. Review and Approval of Police Officer IPMA Examination and Protocol. Pg. 12
- VII. Return from Executive Session**
- VIII. Adjournment**

**OXFORD CIVIL SERVICE COMMISSION**  
**August 26, 2015**

**CALL TO  
ORDER**

The Oxford Civil Service Commission Regular Meeting of August 26, 2015 was called to order at 5:55 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 Heidi Hill, Assistant Finance Director were in attendance for the City.

**APPROVAL OF  
MINUTES**

A. Minutes of the June 18, 2015 Civil Service Commission Meeting.

Mr. Brewer moved to approve the May 20, 2015 regular meeting minutes. Mr. Martin seconded. The motion passed 5-0-0.

**REPORTS**

A. None.

**NEW  
BUSINESS**

A. Approval of the Utility Collections Specialist Eligibility List – Finance Department.

Ms. Turpin referred to her staff report in the agenda and City received 104 applications with 55 applicants not meeting the requirements of the job description. Ms. Turpin advised the remaining 45 applicants were broken down according to their education and experience in utility collections and billing with 12 applicants, which included five (5) internal candidates, selected interviews. Ms. Turpin noted one (1) internal candidate prior to the interview and the 11 remaining candidates were interviewed and scored based on the interview, work experience,

occupational/technical skills, administrative skills and calculator assessment.

Ms. Martino requested staff send a letter of congratulations to the retiree from the Commission.

Mr. Brewer moved to approve the Utility Collections Specialist Eligibility List for the City of Oxford Finance Department. Mr. Burchyett seconded. The motion passed, 5-0-0.

**OLD  
BUSINESS**

A. None.

**ADJOURN**

Mr. Brewer moved and Mr. Smith seconded to adjourn at 6:03 p.m. The motion passed 5-0-0.

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Karen Martino                      Date  
Chair

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Candi Turpin                      Date

## STAFF REPORT

TO: Civil Service Commission  
FROM: Candi Turpin  
DATE: September 23, 2015  
RE: APPOINTMENT – POLICE OFFICER

We are very pleased to announce the appointment of Ms. Julia Huff to the position of Police Officer in the Oxford Police Department. Ms. Huff's appointment will be effective October 1, 2015.

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

## STAFF REPORT

TO: Civil Service Commission  
FROM: Candi Turpin  
DATE: September 23, 2015  
RE: APPOINTMENT – UTILITY COLLECTIONS SPECIALIST

We are very pleased to announce the appointment of Ms. Carole Reimer to the position of Utility Collections Specialist in the Finance Department. Ms. Reimer's appointment will be effective September 28, 2015.

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

## STAFF REPORT

TO: Civil Service Commission

FROM: Candi Turpin, HR Director

DATE: September 23, 2015

RE: Plant Mechanic I – Wastewater Treatment Plant-Service Department Protocol

In preparation for a vacancy in the Service Department resulting from a resignation, the City is moving forward with the application process and is requesting approval of the following Protocol.

The advertisement will be placed in the Journal News and trade publications and websites as well as posted on the City website. A copy of the advertisement and the job description are attached.

All applications/resumes will be reviewed to determine whether they meet the job requirements for the position. Those candidates who do not meet the requirements of the position will be notified by mail. The next step would be to have the remaining candidates ranked according to their current position, work experience and occupational/technical skills. The Director of Public Services, Wastewater Treatment Plant Manager and Human Resources Director would be responsible for reviewing all applications and determining the qualifications of each candidate. This information will determine the number of applicants to interview (normally this would involve 5 to 10 applicants).

Following this process, the candidates will be scored based on the interview, work experience, occupational/technical skills. The protocol noting specifics for each area as well as the percentage earned are included on the attached. An eligibility list will be created and any additional credit will be added. Staff is requesting the Commission's approval of the protocol as outlined above and included on the attachments.

**PLANT MECHANIC I  
City of Oxford**

The Service Department has a Civil Service opening for a Plant Mechanic I in the Wastewater Treatment Plant Division. This individual would perform general maintenance and repair of the City's wastewater treatment equipment. Duties would include recording statistical data concerning equipment maintenance, prepares preventative maintenance work orders, adjusts plant equipment for optimum performance, maintains, repairs and replaces equipment as necessary. Must possess a valid driver's license, certifications in industrial electricity, motors and blueprints, 3 years related experience or combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job. Ohio EPA Wastewater Treatment certification is desirable. Salary range: \$37,735-\$41,927 DOQ plus excellent benefit package. Deadline for submission of applications is **October 15, 2015**. Please submit your completed application (located on website) resume, salary history and 3 business references to:

Human Resources Department  
City of Oxford  
101 East High Street  
Oxford, Ohio 45056  
FAX: 513-523-7769  
Email: [hr@cityofoxford.org](mailto:hr@cityofoxford.org)

EOE: <http://www.cityofoxford.org>

POSITION TITLE: PLANT MECHANIC I  
 DEPARTMENT: SERVICE  
 DIVISION: WASTEWATER (PLANT)  
 STATUS: NONEXEMPT



## Position Description

### REPORTING RELATIONSHIPS

POSITION REPORTS TO Wastewater Plant Manager		DIRECT REPORTS BY TITLE  Not Applicable
DIRECT: 0	INDIRECT: 0	

### POSITION FUNCTION

Performs a variety of semiskilled and skilled work in the maintenance and repair of the City's wastewater treatment equipment.

### JOB RESPONSIBILITIES: ESSENTIAL FUNCTIONS

Records statistical data concerning equipment maintenance.  
 Maintains, repairs and replaces equipment as necessary.  
 Prepares preventative maintenance work orders.  
 Adjusts plant equipment for optimum performance.  
 Notifies supervisor of mechanical problems with equipment

### JOB RESPONSIBILITIES: ADDITIONAL EXAMPLES OF WORK PERFORMED

Notifies supervisor of completed repairs.  
 Performs other related duties as assigned.

### PHYSICAL REQUIREMENTS

Employee is regularly required to see, stand, walk, use hands, reach with hands and arms ascend or descend ladders, stairs, scaffolding, ramps, poles using feet, legs, hands and arms, and lift and/or move up to 50 pounds.



## REQUIRED SKILL SETS

### OCCUPATIONAL / TECHNICAL SKILL SET

Knowledge of the repair, troubleshooting and maintenance of high voltage motors and circuits.

Knowledge of the repair and maintenance of equipment used in wastewater treatment.

Knowledge of the repair and maintenance of HVAC equipment.

Knowledge of required safety practices and procedures.

Ability to troubleshoot equipment problems.

Ability to adjust and detect flaws in various types of equipment used in wastewater treatment.

Proficiency in Microsoft Excel, Word & Plant Maintenance Database.

Troubleshooting and calibration of process instruments.

### ADMINISTRATIVE SKILL SET

Ability to organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Ability to handle multiple priorities and projects.

### COGNITIVE SKILL SET

Ability to perform standard business arithmetic, including percentages and decimals.

Ability to apply logical thinking to solve practical problems.

Ability to deal with a variety of concrete variables in standardized situations.

Ability to read and interpret documents such as safety rules, technical manuals, operations and maintenance instructions, and procedure manuals.

Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

Ability to demonstrate initiative and independent judgment.

### INTERPERSONAL SKILL SET

Ability to establish and maintain effective working relationships with various individuals or groups.

## DESCRIPTION OF WORKING CONDITIONS

Employee must work in a variety of weather conditions, occasionally works in pits or underground, and is exposed to chemical and biological hazards and wet conditions.

## EXPERIENCE, EDUCATION, AND LICENSING REQUIREMENTS

High school diploma or equivalent; certifications in industrial electricity, motors, and plans a plus; possession of a valid state driver's license; 3 years of related experience; or any combination of education, training, and work experience which provides the required skill sets to perform the essential functions of the job.

LAST REVISED

CONTENT APPROVED BY

APPROVAL DATE

PERCENTAGE FOR ELIGIBILITY RANKING  
PLANT MECHANIC I

WORK EXPERIENCE: (YEARS OF EXPERIENCE/POSITION)	35%
INTERVIEW:	35%
OCCUPATIONAL/TECHNICAL SKILLS:	30%

## PLANT MECHANIC I

Verifies the quality of wastewater effluent and communicates those findings to the City's wastewater treatment personnel and the EPA via the Chief Operator.

Requirements: Possession of a valid state driver's license.  
High School Diploma or Equivalent  
3 years related experience or combination.

### Interview – 35%

Applicants will be interviewed using questions prepared according to position/division. All applicants will be given an opportunity to provide any additional information they feel relevant to the open position. An applicant's ability to communicate effectively, including their ability to express ideas and articulate clearly, as well as their interpersonal skills during the interview will be evaluated. Consideration will also be given to appearance, presentation and desire for the position.

### Occupational/technical skills –30%

Knowledge of the repair, troubleshooting and maintenance of high voltage motors and circuits; knowledge of the repair and maintenance of equipment used in wastewater treatment; knowledge of the repair and maintenance of HVAC equipment; knowledge of required safety practices and procedures; ability to troubleshoot equipment problems, ability to adjust and detect flaws in various types of equipment used in wastewater treatment; troubleshooting and calibration of process instruments; proficient in Microsoft excel, word and plant maintenance database.

### Work Experience – 35%

(Years of Experience/Current Position)

The applicants work experience will be reviewed including their years of experience in the Wastewater/Water field, any type of government experience with an emphasis on municipal experience. Comparable work experience will also be considered.

Additional credit, based on the following, will be added to the applicants score to determine their total score.

Educational Credit: 1% - 5% based on number of semester hours completed.

Years of Service: - up to a maximum of 5% based on the number of hours worked for the City or the Talawanda School District.

Military Credit: 1% - 5% based on number of years of service.

## STAFF REPORT

TO: Civil Service Commission  
FROM: Candi Turpin  
DATE: September 23, 2015  
RE: POLICE OFFICER EXAMINATION

The City will be experiencing a number of retirements and promotions within the Police Department over the next year. The current Eligibility List for Police Officers is over six month's old and has been well used for interviews and placements. Staff is requesting permission to retire the current list and begin advertising for a Police Officer exam this Fall.

Staff will advertise in the local newspapers and various police publications, as well as the City website. A copy of the advertisement is attached. Specific information regarding test date, location, etc. has not been finalized. Staff is recommending the use of an IPMA examination for this purpose. An inspection copy of the police officer exam will be available at the meeting for review and discussion.

For your information, I have also attached a copy of the Before You Apply document and acknowledgement form which all Police Department candidates must submit. This document was previously approved by the Commission in 2009.

Upon approval of the retirement of the current Eligibility List and approval of the IPMA test, advertisements will be placed.

Once the advertisements are placed and testing has been conducted, those candidates having a score of 70 or higher on the exam (plus any additional credit) will be ranked in order of highest score to lowest score. This list will be used to determine the number of candidates to interview (usually 6-10). The Police Officer Interview Protocol is included in your packets and will be reviewed during Executive Session, including the IPMA test.

The examination score will be worth 60% and the interview will be worth 40% of the candidates' final score. Once ranked, staff would like to hire using the Rule of 5.

POLICE OFFICER  
CITY OF OXFORD

The City of Oxford is seeking applicants for the position of Police Officer with a starting salary of \$53,650/\$25.79. This is a Civil Service position. There is a **\$15.00 non-refundable examination fee** which must accompany the application.

Qualifications: Valid driver's license; high school diploma or equivalent with Bachelor's Degree preferred; U.S. Citizen with no felony convictions. Applicants must be 21 on or prior to the date of examination and not have passed their 36<sup>th</sup> birthday by original appointment. Those applicants who are certified and experienced Ohio Police Officers shall have a maximum age of 50. Graduate of an Ohio Police Basic Training Academy preferred. Candidates must be able to pass a physical agility exam, psychological evaluation, background investigation and pre-employment physical, including vision test, hearing test and a drug screen. Applicants will also be required to pass a truth verification examination.

A copy of the job description, application and Before You Apply document are available on our website, at the Municipal Building, or you may send a self-addressed, stamped envelope to: Human Resources Department, Municipal Building, 101 East High Street, Oxford, Ohio 45056-1887. Please mark your request "Police Officer". Deadline for receipt of application and signed 'Before You Apply' acknowledgement is **Friday, October 30, 2015**, at 5:00 P.M. Applicants will be notified by mail of the time and location of the Civil Service examination.

Human Resources Department/Police Officer  
City of Oxford  
101 East High Street  
Oxford, Ohio 45056  
Fax: 513-523-7769  
Email: [hr@cityofoxford.org](mailto:hr@cityofoxford.org)

EOE [www.cityofoxford.org](http://www.cityofoxford.org)



**Oxford Police Department  
101 East High Street  
Oxford, Ohio 45056  
(513) 524-5240**

**IMPORTANT INFORMATION**  
Read this **before** you apply  
for a position with the  
Oxford Police Department.

## **Before You Apply**

While we are very glad that you are interested in employment with the Oxford Police Department, we think it's vitally important at the onset of this process to communicate to you the significance of our organizational values and how they play a role in hiring new employees. The screening process is multi-faceted and will, by necessity, probe into your life experiences to make sure they align with our requirements. Your integrity and honesty (two of our key values) will be evaluated, and it starts with this letter.

There are some life experiences that will automatically disqualify you from employment with the Oxford Police Department. The purpose of this letter is to provide an overview of these disqualifiers so that you can make an informed decision on whether to apply or to seek other employment. In addition, we want to give you a little insight into our organization; and one of the best ways to do that is to share our mission, vision and value statements at the end of this letter.

At this point in the process, **you** are the best person to judge your suitability for law enforcement employment. Please, conduct your self-evaluation with integrity and honesty. If you pass the test, we cannot wait to meet you. If you don't, then you've just saved yourself the embarrassment of being rejected during the screening process. If you have any questions or need clarification, please don't hesitate to contact us.

### **Disqualifiers**

- Arrest and conviction of a felony.
- Arrest and conviction of a misdemeanor involving moral turpitude (e.g., theft).
- Arrest and conviction for domestic violence.
- Undetected crimes – If you have perpetrated or been a party to a criminal act which has been undetected by any law enforcement agency that in the State of Ohio would be a felony offense, a misdemeanor involving moral turpitude, or domestic violence, and that undetected crime is not revealed during the interview process but instead is disclosed as part of the polygraph examination, the Oxford Division of Police will not consider you for employment.
- Not having a valid operator's license.
- Driving record with multiple offenses, an element of which is carelessness or disregard for other motorists/pedestrians.
- Arrest and conviction for OMVI (**O**perate a **M**otor **V**ehicle while **I**ntoxicated) more than one time.
- Arrest and conviction for OMVI within the past five (5) years. If the OMVI conviction occurred while a juvenile (<18 years of age), within the past three (3) years.
- Usage of any illegal drug or the unlawful use of prescription drugs within the past three (3) years.

- More than experimental usage of one or more of the following illegal substances during your lifetime: Cocaine, Hashish, Heroin, Marijuana, LSD, Meth, any inhalant, or the unlawful use of prescription drugs.
- Selling drugs illegally during lifetime.

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### **Mission Statement**

The Division of Police shall endeavor to promote a personalized, proactive partnership between the police and the Oxford community to reduce fear and incidence of crime, and to solve contemporary problems with the goal of improving the quality of life for all.

### **Vision Statement**

Based on earned trust and confidence, coupled with the highest standards of professionalism and accountability, we envision a police division that totally embraces its values and is committed to working in partnership with our citizens to continually improve the quality of life in Oxford.

### **Values Statement**

As members of the Oxford Police Division, we value:

- Integrity and honesty.
- Dignity and respect of all human beings.
- Loyalty and dedication to our community, our department and our profession.
- Constitutional rights and well being of all persons.
- Uncompromising commitment to our oath of office.
- The ideas and opinions of our citizens, recognizing that their partnership is essential to the accomplishment of our mission.

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*Created by the OPD Support Services Section, May 2009.*

*This document is intended to be informational only; it is not intended or designed to supplant division policy.*

**ACKNOWLEDGEMENT  
BEFORE YOU APPLY DOCUMENT**

I hereby acknowledge that I have read and received a copy of the City of Oxford Police Department Before You Apply Document.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date