

**CITY OF DELAWARE
CIVIL SERVICE COMMISSION
CITY COUNCIL CHAMBERS
1 SOUTH SANDUSKY STREET
3:00 P.M.**

AGENDA

SEPTEMBER 7, 2016

1. Roll Call
2. Approval of July 6, 2016 Meeting Minutes
3. Update Police Officer Certified List
4. Update Police Sergeant Promotional List
5. Update Firefighter Certified List
6. Certify Fire Captain Promotional List
7. Safety Forces Recruiting/Selection Guidelines. Discussion of new language for disqualifiers
8. Public Comments
9. Committee Comments
10. Adjournment

**Civil Service Commission
Motion Summary
July 6, 2016**

ITEM 1. ROLL CALL

Michael Robinson called the meeting to order at 3:00pm.

Members Present: Michael Robinson, Eric Coss and Brooke Acker

Staff Present: Police Chief Bruce Pijanowski, Fire Chief John Donahue, Assistant City Manager Jackie Walker, City Council Member Joe DiGenova and Human Resource Coordinator Lorrie Diaz

ITEM 2. APPROVAL of JUNE 1, 2016 Motion Summary of the Civil Service Commission meeting held JUNE 1, 2016, as recorded and transcribed.

Motion: Mr. Coss moved to approve of the Motion Summary for the June 1st Motion Summary, seconded by Ms. Acker. Motion passed by a 3-0 vote.

ITEM 3. Update Firefighter List

8 positions have been recommended for hire. 1 has withdrawn to accept another position. The next physical agility test will be held on August 27th test. Ergonomics will be providing recommendations from this agility for validating the process. 3-4 females will be in the next process.

Motion: Ms. Acker moved to update the Firefighter List, seconded by Mr. Coss. Motion passed by a 3-0 vote.

ITEM 4. Certify Police Sergeant List

Anticipating 1 vacancy to be filled.

Motion: Ms. Acker moved to certify the Police Sergeant List, seconded by Mr. Coss. Motion passed by a 3-0 vote.

ITEM 5. Update Police Officer recruitment process

The changes include combining 2 steps and moving the interview with the City Manager and conditional offer further up in the process. This change permits for the conditional offer to be provided earlier in the process.

Motion: Mr. Coss moved to update of the Police Officer recruitment process, seconded by Ms. Acker. Motion passed by a 3-0 vote.

ITEM 6. PUBLIC COMMENTS

Chief Donahue reports 3 of the firefighter candidates through NTN didn't have certifications and were eliminated from the top 60 until they receive their certifications, and submit a new application.

Joe Murphy, firefighter and citizen of the City expresses concern regarding the 3 candidates being placed back into 60 after receiving their certifications rather than being permanently removed. Joe believes the candidates should be removed until they re-test.

Chief Donahue states the reason the 3 candidates are not being required to re-test is due to error on the City's part in putting processes in place to prevent applicants from entering the process without the required certifications.

Lorrie Diaz, reports that the 3 candidates in question do still have valid scores that would keep them in the top 60.

ITEM 7. COMMITTEE COMMENTS

ITEM 8. ADJOURNMENT

Chairman Robinson adjourned the meeting at 3:34 p.m.

Michael Robinson, Chairman

Julie Williams, Clerk

City of Delaware
 Police Officer Certified List (2016)

Current List Order	Original List Order	Candidate	Avg. Interview Score	Written Exam Score	COMBINED SCORE	Military Points	Edu. Points	Certified Status Points	OVERALL SCORE (for CSC eligibility list)	Date Placed on Certified List	Roll-off Date (1 yr from date placed on list unless extended)	Candidate Status as of Oct. 7, 2015 CSC Meeting	Candidate Status as of Nov. 4, 2015 CSC Meeting	Candidate Status as of Dec. 2, 2015 CSC Meeting	Candidate Status as of Feb. 3, 2016 CSC Meeting	Candidate Status as of Apr. 13, 2016 CSC Meeting	Candidate Status as of June 1, 2016 CSC Meeting	Candidate Status as of Sept 7, 2016 CSC Meeting
1	A23	Nathan Malken	82.17	85.87	84.02	1	3	2	86.02	10/7/2015	10/7/2016	added to list			passed over			passed over
2	A25	Jared Daily	78.17	90.76	84.47			2	86.47	10/7/2015	10/7/2016	added to list						passed over
3	A26	Michael Moyer	81.67	84.24	82.96			2	84.96	10/7/2015	10/7/2016	added to list						passed over
4	A27	Kathleen Antolecy	81.33	80.43	80.88		2	2	84.88	10/7/2015	10/7/2016	added to list						passed over
5	A28	Robert Goldman	81.17	86.04	84.61		2	2	84.61	10/7/2015	10/7/2016	added to list						passed over
6	A24	Matthew Hall	81.83	80.98	81.41	1	2	2	84.41	11/4/2015	11/4/2016	added to list						passed over
7	A38	Joshua Haupt	80.17	85.33	82.75		1	2	83.75	6/1/2016	6/1/2017							passed over
8	A30	Cody Moore	80.83	79.89	80.36			2	82.36	10/7/2015	10/7/2016	added to list						passed over
9	A31	Ben Lachowsky	80.83	78.8	79.82		2	2	81.82	10/7/2015	10/7/2016	added to list						passed over
10	A32	Nathan Rawlins	81.00	79.35	80.18	1		2	81.18	10/7/2015	10/7/2016	added to list						passed over
11	A33	Nicholas Clippinger	80.00	79.89	79.95			2	79.95	10/7/2015	10/7/2016	added to list						passed over

Hired/Removed from List/Disqualified

Current List Order	Original List Order	Candidate	Avg. Interview Score	Written Exam Score	COMBINED SCORE	Military Points	Edu. Points	Certified Status Points	OVERALL SCORE (for CSC eligibility list)	Date Placed on Certified List	Roll-off Date (1 yr from date placed on list unless extended)	Candidate Status as of Oct. 7, 2015 CSC Meeting	Candidate Status as of Nov. 4, 2015 CSC Meeting	Candidate Status as of Dec. 2, 2015 CSC Meeting	Candidate Status as of Feb. 3, 2016 CSC Meeting	Candidate Status as of Apr. 13, 2016 CSC Meeting	Candidate Status as of June 1, 2016 CSC Meeting	Candidate Status as of Sept 7, 2016 CSC Meeting
	A39	Tyler Raak	89.17	84.78	86.98	1	2	2	99.98	6/1/2016	6/1/2017							Withdrawn, accepted another position
	A35	Jordan Cornwell	81.50	85.96	84.23		2	2	88.23	6/1/2016	6/1/2017							Hired 8/10/16
	A37	Dylan Griffin	80.33	85.96	83.65		1	2	85.65	6/1/2016	6/1/2017							Hired 7/3/16
	A36	Nolan Gill	85.17	83.15	84.16		2	2	86.16	6/1/2016	6/1/2017							Hired 7/27/16

List Certified on the 7th day of September, 2016 by the Civil Service Commission.

Michael Robinson
 Chairman, Civil Service Commission

- 1 16 names originally certified on Sept. 3, 2014
- 2 Addition of 17 names on May 6, 2015 (A1-A17)
- 3 Addition of 16 names on Oct. 7, 2015 (A18-A33)
- 4 Addition of 1 name on Nov. 4, 2015 (A34)
- 5 Addition of 5 names on June 1, 2016 (A35-A39)

City of Delaware
 Police Sergeant Promotional List (2016)

Current List Order	Original List Order	Name	Sup Review Panel	Weight 35%	Written Exam Score	Weight 35%	Oral Interview Score	Weight 30%	Total Score	Add'l Points SENIORITY 5-10 yrs = 1 pt, 10+ yrs = 2 pts	Add'l Points EDU Assoc = 1, Bachelors = 2, Masters = 3	Overall Score	Date Placed on Promotional List	Candidate Status as of July 6, 2016 CSC Mtg	Candidate Status as of Sept 7, 2016 CSC Mtg
1	2	Daniel Madden	91	31.85	85	29.75	78.33	23.50	85.10	2	2	89.10	7/6/2016	Added to list	
2	3	Austin Barnthouse	87	30.45	86	30.10	81.67	24.50	85.05	2	1	87.05	7/6/2016	Added to list	
3	4	Benjamin Seggaard	89	31.15	86	30.10	71.11	21.33	82.58	2	1	85.58	7/6/2016	Added to list	
4	5	Thomas Donoghue	82	28.70	87	30.45	72.50	21.75	80.90	2	2	84.90	7/6/2016	Added to list	
5	6	Mark Jackson	95	33.25	76	26.60	75.00	22.50	82.35	2	0	84.35	7/6/2016	Added to list	
6	7	Aaron Kuck	83	29.05	82	28.70	82.22	24.67	82.42	1	0	83.42	7/6/2016	Added to list	
7	8	Christopher Bates	85	29.75	87	30.45	67.22	20.17	80.37	1	2	83.37	7/6/2016	Added to list	
8	9	Jonathon Weirich	78	27.30	82	28.70	64.44	19.33	75.33	0	2	77.33	7/6/2016	Added to list	

Hired/Removed/Disqualified from List

Current List Order	Original List Order	Name	Sup Review Panel	Weight 35%	Written Exam Score	Weight 35%	Oral Interview Score	Weight 30%	Total Score	Add'l Points SENIORITY 5-10 yrs = 1 pt, 10+ yrs = 2 pts	Add'l Points EDU Assoc = 1, Bachelors = 2, Masters = 3	Overall Score	Date Placed on Promotional List	Candidate Status as of July 6, 2016 CSC Mtg	Candidate Status as of Sept 7, 2016 CSC Mtg
1	1	(Daniel) Jamie Brewbaker	90	31.50	85	29.75	90.83	27.25	88.50	2	2	92.50	7/6/2016	Added to list	Promoted 9/7/16

List certified by the Civil Service Commission on the 7th day of September, 2016

Michael Robinson
 Chair, Civil Service Commission

Certified: April 13, 2016
 Updated: September 7, 2016

**City of Delaware
 Firefighter Certified List (2016)**

Expiration Date: Continuous

Current List Order	Original List Order	First Name	Last Name	Written Exam	Avg. Interview Score	Education Points (Assoc = 1 pt, Bach = 2 pts, Mast = 3 pts)	Paramedic Cert. Points (5 pts)	Military Status Points (Hon Disch, active duty or reserve = 1 pt)	Overall Score	Date Placed on Certified List	Roll Off Date (1 year from date placed on list unless extended)	Candidate Status as of June 1, 2016 CSC Mtg	Candidate Status as of July 6, 2016 CSC Mtg	Candidate Status as of Sept 7, 2016 CSC Mtg
1	9	Alexander	Daniels	79.50	73.17		5.00		81.33	4/13/2016	4/13/2017			
2	10	Cody	Trosky	80.26	70.33		5.00	1.00	81.30	4/13/2016	4/13/2017			
3	14	Jason	Hood	85.32	70.00				77.66	4/13/2016	4/13/2017			
4	15	Jordan	Johnson	80.41	71.67				76.04	4/13/2016	4/13/2017			
5	17	Marcus	Musser	77.49	70.17				73.83	4/13/2016	4/13/2017			

Hired/Removed/Disqualified From List

Current List Order	Original List Order	First Name	Last Name	Written Exam	Avg. Interview Score	Education Points (Assoc = 1 pt, Bach = 2 pts, Mast = 3 pts)	Paramedic Cert. Points (5 pts)	Military Status Points (Hon Disch, active duty or reserve = 1 pt)	Overall Score	Date Placed on Certified List	Roll Off Date (1 year from date placed on list unless extended)	Candidate Status as of June 1, 2016 CSC Mtg	Candidate Status as of July 6, 2016 CSC Mtg	Candidate Status as of Sept 7, 2016 CSC Mtg
	8	Bryan	Williams	84.24	78.33	1.00			82.29	4/13/2016	4/13/2017			Hired 7/27/16

List certified by the Civil Service Commission on the 7th day of September, 2016.

Michael Robinson
 Chair, Civil Service Commission

Certification Date: September 7, 2016

Expiration Date: September 6, 2017

**City of Delaware
Fire Captain Promotional List (2016)**

List Order	Name	DOH	Date Application Period Closed	Years of Service	Assessment Center Score		Review Panel Score		Subtotal	Additional Points for Education: Assoc = 1 pt Bachelors = 2 pts Masters = 3 pts	Additional Points for Years of Service: 8-10 yrs = 1 pt 11-15 yrs = 2 pts 16-20 yrs = 3 pts 20+ yrs = 4 pts	Total Score:
1	Jeremie Barr	05/07/03	06/15/16	13.12	Actual 86.3	Weighted (70%) 60.41	Actual 78.3	Weighted (30%) 23.49	83.90	2	2	87.90
2	Peter Gornia	04/30/99	06/15/16	17.14	83.7	58.59	76.5	22.95	81.54	1	3	85.54
3	Timothy Pyle	10/13/99	06/15/16	16.68	84.6	59.22	69.8	20.94	80.16	2	3	85.16
4	Jason Rodocker	07/01/98	06/15/16	17.97	73.1	51.17	75.8	22.74	73.91	1	3	77.91

List certified by the Civil Service Commission on the 7th day of September, 2016.

Michael Robinson
Chair, Civil Service Commission

City of Delaware
Safety Forces Recruiting/Selection Guidelines
September 2016

Job Requirements

- **Fire only - Age:** Minimum age of 18 at time of appointment; age limit of 40 at time of appointment.
- **Police only - Age:** Minimum age of 21 at time of appointment; age limit of 45 at time of appointment.
- **US Citizen:** Must be a United States citizen or hold a permanent resident card.
- **High School Grad/GED:** Yes
- **Valid OHIO State Driver's License:** Yes. Valid Ohio Driver's License or ability to obtain an Ohio Driver's License prior to hire date.
- **Ability to Read/Speak English:** Yes
- **Police only - Vision:** Vision must be correctable to 20/20 with no color blindness.
- **Fire only - Academy Certification:** Ohio Firefighter I and II certification and Ohio EMT-B are required and must be in place (not in process) at the time of application with the City of Delaware for employment.
- **Police only - Necessary Certifications:** OPOTA certification preferred but not required at the time of application.
- **Schooling Prior and Post Hiring:** High school diploma or GED; continuing education classes/training as required.
- **Fire only - Prior Experience:** Preferred but not required
- **Disqualifiers:** Candidates may be disqualified or removed from the recruitment process for, but not limited to the following, at any time:

- Inability to establish minimum requirements or qualifications
- Failure to pass any of the assessments, tests or oral review board required for the position

Felony and Criminal Activity

- Conviction of or admission to any crime classified as a felony under Ohio Revised Code or any other applicable state code.
- Conviction of a crime involving moral turpitude or an offense of violence.
- Deception or fraud on application or examination.
- Making false statements of material fact in the application, testing process or during any part of the hiring process.
- Use, threatened use or attempt in using political influence in securing employment.

Driving

- Conviction or deferred judgement of an OMVI offense within the 36 months prior to the date of application.

Drug Use

- Illegally selling, distributing, or manufacturing drugs, marijuana or prescriptive drugs. When determining if candidates will be disqualified under this rule, consideration will be given to whether the substance was sold with/out profit to the applicant, the amount sold was de minimus, and if the sales occurred when the applicant was a juvenile or more than five (5) years ago.

City of Delaware
Safety Forces Recruiting/Selection Guidelines
September 2016

- Using marijuana, prescription drugs, or a legally obtained substance in a manner for which it was not intended within the previous 36 months.
- Using a prescription drug in its original intended manner without the proper prescription or legal justification in the previous 12 months.
- Any use of cocaine, crack, heroin, LSD, methamphetamines or PCP; or use of any other abused drug (not including marijuana, prescription drugs or legally obtained substances) within the last five (5) years.

Employment

- Dismissal from public employment for just cause

Additional

- The individual cannot be located, fails to report for an interview or other step in the selection process as directed by the Commission or Appointing Authority and/or fails to report for duty as directed by the Appointing Authority
- The individual has tested positive on a required drug test in that the test showed the presence of a drug of abuse as defined in Sections 3719.011 of the Ohio Revised Code in a body fluid unless such substance is identified as a prescribed medication. This provision is only applicable to entry level applicants.
- The individual has a documented pattern of poor work habits and performance with previous employers. This includes but is not limited to excessive absenteeism, poor quality of work, excessive tardiness, and inability to get along with others in a work environment or any thefts.
- Information showing that an applicant meets all of the minimum qualifications as stated in an examination announcement must appear on the application itself. No additional information will be accepted after the application filing deadline. Failure of an applicant to indicate on his application the qualifications as to education, certification, licensing, or any other requirement shall be sufficient cause to exclude an applicant from examination. A defective or incomplete application may be corrected by the applicant, and resubmitted by the filing deadline. Certification of an individual to an eligible list who has not met all of the requirements of these rules shall not be considered a waiver of any requirements, and shall not bar removal of the applicant from an eligible list by the Appointing Authority or the Commission as a result of the failure.