

**CITY OF DELAWARE
CIVIL SERVICE COMMISSION
CITY COUNCIL CHAMBERS
CITY HALL
1 SOUTH SANDUSKY STREET
4:00 P.M. ***

AGENDA

August 14, 2019

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL of Motion Summary for the meeting held June 5, 2019 as recorded and transcribed.
4. REVIEW the Revised Police Sgt. Promotional Process
5. PUBLIC COMMENTS
6. COMMITTEE COMMENTS
7. ADJOURNMENT

*Note Time and Date Change

CIVIL SERVICE COMMISSION
Motion Summary
June 5, 2019

ITEM 1. ROLL CALL

Chairman Rybka called the meeting to order at 3:00 p.m.

Members Present: Councilman Jim Browning, City Council Liaison, Frank Hickman, Vice-Chairman Coss and Chairman John Rybka

Staff Present: Lorrie Diaz, Human Resource, Jessica Feller, Human Resource Manager and John Donahue, Fire Chief

ITEM 2. PLEDGE OF ALLEGIANCE

ITEM 3. APPROVAL of the Motion Summary for the Civil Service Commission meeting held May 1, 2019, a recorded and transcribed.

Motion: Vice-Chairman Coss moved to approve the Motion Summary for the May 1, 2019 Civil Service Commission meeting, seconded by Mr. Hickman. Motion approved by a 2-0- (Vice-Chairman Coss) vote.

ITEM 4 UPDATE of Fire Fighter Certified List

Chief Donahue reviewed that from the results of the May 21 Physical Activity test there was eleven names added to the full time list and seven names added to the part time list. He discussed that they recently had hired one part time fire fighter. He discussed the benefits of having the ability to take part time employees into a full time status if they want, but that they have the option to remain part time status.

Motion: Mr. Hickman moved to accept the Fire Fighter Certified List as presented, seconded by Vice-Chairman Coss. Motion approved by a 3-0 vote.

ITEM 5. REVIEW of Fire Captain Promotional Hold List

ITEM 6. PUBLIC COMMENTS

There was no public comment.

ITEM 7. COMMITTEE COMMENTS

Chairman Rybka discussed the opening of Station 304 and the turnout from the surrounding neighbors.

Mr. Hickman provided information on the unveiling of the Rutherford B. Hayes statue on October 4, 2019 at 6:30 p.m.

ITEM 8. ADJOURNMENT

Motion: Chairman Rybka moved to adjourn the Civil Service Commission meeting, seconded by Vice-Chairman Coss. The Civil Service Commission meeting was adjourned at 3:26 p.m.

John M. Rybka, Chairman

Elaine McCloskey, Clerk

POLICE SERGEANT PROMOTIONAL PROCESS

Revised: July 2019

1. Eligible Candidates

City of Delaware employees with at least 48 months of service, at the time the application period closes, at the rank of Patrol Officer with the Delaware City Police Department. Candidates will complete the City of Delaware online employment application and provide a cover letter identifying their qualifications and reason for interest in the position.

2. Oral Interview

- a. All candidates will be asked the same questions with the maximum time limit of 30 minutes.
- b. The oral interview panel will consist of the following six (6) individuals:
 - i. 3 Sergeants from Delaware Police Department, one from each shift if available
 - ii. 1 Captain from the Delaware Police Department
 - iii. 1 Citizen at Large
 - iv. 1 member of the prosecutorial staff from either the municipal or county Prosecutor's office

Note: The City may substitute a panel member, with its discretion, if deemed necessary.

The panel members will individually evaluate each candidate's interview utilizing an interview score sheet with established dimensions and benchmarking criteria. The scores from all interviewers will be averaged to arrive at a final interview score. 70% is considered a passing score.

Up to six candidates with the highest passing interview scores will be invited to participate in the Assessment Center.

3. Assessment Center

An assessment center process will be utilized to assess the knowledge, skills and abilities of the candidates required by the Sergeant position. The assessment process will be contracted with a reputable third party.

The assessment center will be comprised of multiple dimensions selected by City administration and the vendor providing the assessment services. The vendor will provide a final score for each participant.

4. Additional Points Awarded

Candidates are eligible to receive additional points for education and seniority. Additional points are added to the candidates' assessment center final scores to calculate the overall scores.

a. Seniority Points

- 5-10 years = 1 point
- 10+ years = 2 points

b. Education Points – awarded for the highest degree earned, degree must be completed by the time the application period closes and must be from an accredited college or university.

- Associates Degree = 1 point
- Bachelor's Degree = 2 points
- Master's Degree = 3 points

Note: Step #2 – Shift Supervision Review Panel and Step #3 – Written Exam were eliminated from the 2012 Police Sergeant Promotional Examination process; For 2019, Step #2 – Oral Interview, the panel was changed from all external interviewers to a combination of internal leadership and external interviewers, and Step #3 – Assessment Center was added.

POLICE SERGEANT PROMOTIONAL PROCESS

Revised: July 2019

5. Ranked Promotional Eligible List

Once the overall scores are calculated, the candidates' names are placed in rank order from the highest to lowest overall score on the promotional eligibility list that is presented to Civil Service for certification.

6. Tie Breaker

In the event two or more candidates have the same overall score, the candidate with the earlier anniversary date as maintained by the City of Delaware payroll department will prevail in the rank order on the promotional eligibility list.

The Chief of Police may use a management assessment tool with any or all of the top three candidates on the list to assist in the evaluation and development of management skills for the next Police Sergeant.

Approved by the Civil Service Commission this 14th day of August, 2019.

John Rybka
Chair, Civil Service Commission

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