



Civil Service Commission
104 E. Franklin Street
Circleville, OH 43113
740-477-1731
Fax: 740-477-5829
www.circleville.oh.us

Matthew Tootle
Chairperson

Stacy Young
Vice-Chairperson

Amy Elsea
Member

Circleville Civil Service Commission Meeting Minutes

Tuesday, June 9, 2020– 8:30 AM
Teleconference meeting due to COVID-19 pandemic

I. Roll Call

The Circleville Civil Service Commission met via teleconference on Tuesday, June 9, 2020 and was called to order at 8:30 AM. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson and Valerie Dilley, Interim Secretary. Amy Elsea, Member, was absent and excused. Guests: Tony Chamberlain, HR/Safety Director and Shawn Baer, Circleville Police Chief.

II. Approval of Agenda

Mr. Tootle offered a motion to approve the agenda as written. Ms. Young seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

Mr. Tootle offered a motion to approve the May 12, 2020 meeting minutes. Ms. Young seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

The following correspondence was read and approved:

- A. Appointment of Michael Kiser to the position of Police Officer effective 5-18-2020
- B. Notice of Intent to Retire – Bradley Rankin, Fire Captain, effective 7-3-2020

V. Unfinished Business

None

VI. New Business

A. Recommendation for removal from the Police Officer eligibility list – Gino Siravo and Zachary Frowine

Ms. Young offered a motion to approve the recommendation for removal of Gino Siravo and Zachary Frowine from the Police Officer eligibility list. Mr. Tootle seconded the motion. Vote: All yeas.

B. Request to modify the minimum score requirements for Communications Officer

Mr. Chamberlain discussed the challenges of hiring for the position of Communications Officer. Candidates struggle to pass one or all of the sections of the test with a minimum score of 70% in each section. The City's minimum scores for passing are considerably higher than the National Testing Network recommended scores (Call Taker – 53%, Notes – 64%, Dispatch – 43%). Mr. Chamberlain and Chief Bear agree that lowering the minimum score requirements will allow for a larger pool of candidates. Both are confident in the City's extensive background investigation process and intensive on-the-job training to

retain the right candidates for this difficult position. Chief Thompson is also aware of the request to modify the score requirements and is in agreement.

Mr. Tootle offered a motion to modify the Communications Officer minimum score requirements as follows: Call Taker – 55%, Notes – 65%, Dispatch 45% and to rank candidates based on their average score. Ms. Young seconded the motion. Vote: All yeas.

C. Request to open a testing period for the position of Communications Officer

Ms. Young offered a motion to open a testing period for the position of Communications Officer. Mr. Tootle seconded the motion. Vote: All yeas.

VII. Public/Informal Time

The Commission will resume meeting in person in July 2020 and will follow social distancing guidelines.

VIII. Adjournment

Ms. Young offered a motion to adjourn. Mr. Tootle seconded the motion. Meeting adjourned at 8:47 AM.

The next meeting is scheduled for Tuesday, July 14, 2020.