



Merit System Commission

~Agenda~

<http://www.ci.moraine.oh.us/>

Clerk of Council
937-535-1005

May 7, 2025

9:00 AM

Payne Recreation Center

I. Call to Order

II. Approval of Minutes

- A. Merit System Commission Meeting Minutes - April 1, 2025
- B. Merit System Commission Meeting Minutes - April 16, 2025

III. Business

A. Police Division Hiring

- 1. Full-Time Police Officer (Lateral Entry) - Update
- 2. Full-Time Police Officer (Entry Level, No OPOTA Required) - Certify List
- 3. Full-Time Police Cadet - Certify List
- 4. Police Sergeant Promotional Process - Discussion

B. Fire Division Hiring

- 1. Full-Time Firefighter (Entry Level)

C. Street Division Hiring

- 1. Promotion - Street Maintenance Worker to Equipment Operator I
- 2. Promotion - Groundskeeper to Street Maintenance Worker
- 3. Entry Level Examination Discussion

D. Rule 2 Amendment - Second Reading

IV. Other Business

V. Adjournment

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held April 1, 2025

Call to Order

Meeting called to order 9:00 AM.

Mary Woeste	Chair	Present
Jim Kempe	Vice Chair	Present
Tom Watts	Member	Present
Gina Delph	Member	Present

Staff Present:

City Manager Michael Davis	Law Director Martina Dillon
Police Chief Craig Richardson	Deputy Fire Chief Mike Guadagno
HR Administrator Brittany Runnels	Street Superintendent Chris Dunn
Public Information Officer Aaron Vietor	Clerk of Council Karen Powell

Approval of Minutes

Merit System Commission Meeting Minutes - March 24, 2025

Chair Mary Woeste asked if there were any changes or corrections to the March 24, 2025, Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Police Division Hiring

Full-Time Police Officer (Lateral Entry)

Sgt. Andrew Parish provided the list of applicants. He said there have been a handful of new applicants since the last Merit System Commission meeting, a few applicants are in progress, and there are several that either did not meet the qualifications or withdrew from the process. He said the Police Division is awaiting documentation from three applicants who are in progress. He reported that this list goes back to 2024.

Mrs. Woeste stated that the commission does not certify a Lateral Entry list.

Full-Time Police Officer (Entry Level, No OPOTA Required)

Sgt. Parish reviewed the applicant list with the commission. He noted there are more entry-level applicants in the process than with the other processes. He said one applicant is pending a pre-employment offer polygraph this week and he is at the background investigation stage. He said a few of the applicants have returned the required documents and are beginning the background investigation stage.

Mrs. Woeste asked if any of the listed applicants are currently working as law enforcement officers?

Sgt. Parish replied that the majority are not current officers. He said there may be some who just received their certification but do not have the one-year experience, but he has not seen many that have experience and/or certification.

Mrs. Woeste asked if any have OPOTA?

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held April 1, 2025

Sgt. Parish said there may be a couple of applicants from the January applicants who have OPOTA.

Mrs. Woeste confirmed for Mr. Watts that the commission is dropping OPOTA requirements in certain cases because the City of Moraine is in dire need of officers. She said years ago, Moraine always covered the OPOTA and sent applicants through the appropriate academies.

Mr. Watts moved to certify the Full-Time Police Officer (Entry Level, No OPOTA Required) list; Mr. Kempe seconded the motion.

RESULT: Passed (*Yes 4, No 0, Abstained 0*)
MOVER: Tom Watts
AYES: Mary Woeste, Jim Kempe, Tom Watts, Gina Delph
NAYS: None
ABSTAIN: None

Mrs. Woeste said that since this list has been certified, no new names can be added to the list.

Sgt. Parish said a few applications have been received since Sunday that have not been added to the list.

Mrs. Woeste said those names need to be added to a new list. She said, as always, if someone is not a viable candidate, please list in the application folder the reason why.

Full-Time Police Cadet

Mrs. Woeste said five candidates are in progress and this Full-Time Police Cadet list has not yet been certified.

Sgt. Parish said there are six qualified candidates; five are noted in progress, and one is noted that a background check is in progress. He said that Cadet is quite far in the process.

Mr. Watts asked if the six candidates met the Police Division's qualifications?

Sgt. Parish said he is confident the Police Division will be able to hire someone from this list. He said if the Number 1 candidate does not pass the background check, the Number 2 candidate is a very good candidate. He confirmed for Mr. Watts that only one Cadet will be hired.

Mrs. Woeste said there is currently a Cadet who will be a full-time Officer in May. She said the Cadet hired from the list will replace the current Cadet position.

Mrs. Delph asked why the City is hiring only one Cadet if the City is in such need of officers?

Mr. Watts replied there can only be one Cadet at a time.

Mr. Kempe moved to certify and release the Full-Time Police Cadet candidate list; Mrs. Woeste seconded the motion.

RESULT: Passed (*Yes 4, No 0, Abstained 0*)
MOVER: Jim Kempe
AYES: Mary Woeste, Jim Kempe, Tom Watts, Gina Delph
NAYS: None
ABSTAIN: None

RECORD OF PROCEEDINGS

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Held April 1, 2025

Police Sergeant Promotional Process

Sgt. Parish said the Police Division asked for a promotional process for Police Sergeant. He said this process was attempted last year and only a few Officers were qualified and there were no applicants. He said the Division is trying again and is hopeful there is a viable candidate to take the promotional process.

Mrs. Woeste said she looked over the release and what the Police Division requires and asked Sgt. Parish if all the information is correct?

Mr. Aaron Vietor replied that some of the dates were shifted.

Sgt. Parish said the dates shifted one week, and this is an in-house promotion.

Mrs. Woeste said even though this is in-house, there still needs to be an internal ad. She noted the proposed ad is in the packet that was distributed.

Sgt. Parish provided the commission members with a copy of the ad and noted the dates have changed. He reported the opening date was moved up to April 7, the end date moved up to the week of April 25, the test date will be the week of May 15, the protest date is May 22, and the certification date is June 4, 2025.

Mr. Watts moved to approve the advertisement for the promotional process with corrected dates; Mr. Kempe seconded the motion.

RESULT: Passed (*Yes 4, No 0, Abstained 0*)
MOVER: Tom Watts
AYES: Mary Woeste, Jim Kempe, Tom Watts, Gina Delph
NAYS: None
ABSTAIN: None

Mr. Watts asked if the questions for candidates are the same 100 questions in random order?

Mrs. Woeste confirmed yes and explained the process.

Mr. Kempe asked how the protest is made if it cannot be made by number as the questions are in random order?

Mr. Vietor explained that the individual's protested question number can be matched up with the text.

Fire Division Hiring

Full-Time Firefighter (Entry Level)

Deputy Chief Guadagno referred to the advertisement in the packet opening on April 4, 2025, and closing on April 25, 2025.

Mrs. Woeste confirmed everything on the advertisement is correct. She confirmed with Mr. Vietor that the ad will be posted on April 9 and April 16.

Mr. Watts moved to accept and release the proposed advertisement; Mr. Kempe seconded the motion.

RESULT: Passed (*Yes 4, No 0, Abstained 0*)

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Held April 1, 2025

MOVER: Tom Watts
AYES: Mary Woeste, Jim Kempe, Tom Watts, Gina Delph
NAYS: None
ABSTAIN: None

Deputy Chief Guadagno thanked Mr. Kempe and the Commission for representation at the Lieutenant Assessment Center that was completed the previous week. He stated that was the second step of a three-step process. He noted interviews are scheduled for April 11, 2025.

Mrs. Woeste asked for the list to certify the Assessment Center scores and she explained that the commission needs to certify each step of the process.

Neither Mr. Vietor nor Ms. Powell received the scores prior to this meeting. Mrs. Woeste stated the list needs to be certified in order to move on to the next phase. Deputy Chief Guadagno emailed the list to Mr. Vietor who printed the list and provided copies to the commission members.

Chief Guadagno said all three applicants did well in the assessment, and the Assessment Center was eye-opening to the applicants. He noted that in addition to the Lieutenant process itself, the Assessment Center provides information on how to tailor training to individuals and the department. He said the Miami Valley Fire and EMS Alliance ran the Assessment Center.

Mr. Kempe discussed his observations while proctoring at the Assessment Center.

Deputy Chief Guadagno described the individual assessments.

Mrs. Delph made a motion to approve the Assessment Center results; Mr. Watts seconded the motion.

RESULT: Passed (*Yes 4, No 0, Abstained 0*)
MOVER: Tom Watts
AYES: Mary Woeste, Jim Kempe, Tom Watts, Gina Delph
NAYS: None
ABSTAIN: None

Street Department Promotion (Street Maintenance Worker to Equipment Operator I)

Mr. Chris Dunn said there was a gentleman employed as an Operator I who is no longer working for the City of Moraine. He apologized that the next item, Entry Level, was placed on the agenda as the Street Department is not yet ready to hire an Entry Level employee. He said at this time, he is trying to promote a Street Department Maintenance Worker to Operator I and then a Facility Groundskeeper to a Street Maintenance Worker. He said the Street Department needs two promotional processes to open up the Facility Groundskeeper position later and place a new hire in that position. He asked for guidance on how to proceed. He said the testing is in place, and he thinks all the Street Maintenance Workers are eligible to be promoted to an Operator I position.

Mrs. Woeste said it has been a while since the Street Department has given a promotional test, and Mr. Dunn will need to check the questions to make sure they apply to the current equipment.

Mr. Dunn confirmed that he is confident the questions are relevant to this promotional process.

Mr. Watts confirmed the Street Department positions with Mr. Dunn, who listed the positions as Street Maintenance Workers, Operator I, and Operator II.

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held April 1, 2025

Mr. Dunn said there is also a Facility Groundskeeper position which does not require a CDL and that position was brought in to appeal to younger applicants. He said he will be looking at that position to see if the Division wants to stay the current route or bring the CDL requirement back into the process. He noted there is a testing facility through the Miami Valley Communications Council that offers a discounted rate if the employees want to pursue a CDL. He said the class is only available to municipalities, and consists of three classroom days and two to three days of driving. He said within a week to six days the employees are certified to take the test. He discussed the pros and cons of requiring and not requiring a CDL. He said there are more applicants when the CDL is not required, but then the City would need to help the employees to obtain the CDL.

Mrs. Woeste informed Mr. Dunn that he needs to come up with a timeframe, review the current test, and then provide all the study material.

Mr. Watts asked what Mr. Dunn's timeframe is to have this process completed?

Mr. Dunn said losing an employee was unexpected, and being a person down in the busiest season is difficult.

Mr. Vietor said he and Mr. Dunn can work together, prepare an ad, review the testing material, and present the full ad with test dates by the next meeting date.

Mrs. Woeste reviewed the timeline of the process and stated it may be July or August before a promotion is made.

Mr. Watts said this timeline stretches out six months before Mr. Dunn can hire a new person.

Mrs. Woeste said, due to the rules of the commission, the departments are under an obligation to the amount of time a position is advertised, the amount of allowed study time, etc.

Mr. Watts said the commission has to come up with an easier way to streamline this process. He said six months out to hire someone is ridiculous, and by the time the City is ready to hire, that person already has a job. He said we are in modern times, and something has to be done to expedite the process.

Mrs. Woeste explained that the promotion process has to be completed before the Street Department can hire anyone.

Mr. Dunn said if people are looking for this job, they are actively looking for another job somewhere else. He remarked that the department does not need more employees, it just needs to be able to maintain the current positions. He discussed the possibility of having two Facility Groundskeeper positions, knowing only one position will stay filled and the other is there to have someone prior to an employee being promoted. He noted that making promotions first is what is dragging out the process. He said it may not be an option because the position would have to be placed on the Table of Organization.

Mr. Watts suggested that the Merit System Commission make a recommendation to Council to take a look at the Table of Organization and Mr. Dunn's recommendations.

Mrs. Woeste said the commission could not make that recommendation to Council. She did inform Mr. Dunn that the commission would set a time to meet as soon as needed to expedite the promotional and entry-level processes. She said the commission can shorten the process with frequent meetings to certify results, leading to having someone hired by possibly July.

Mrs. Delph asked if Moraine is the only city following this process?

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Held April 1, 2025

Mrs. Woeste said other cities follow the Ohio Revised Code guidelines.

Mr. Dunn said he would get together with Aaron Vietor and try to have something ready for the next meeting.

Street Maintenance Worker (Entry Level)

Mr. Dunn addressed in the previous item that the Street Department is not ready to fill this position.

Rule 2 Amendment

Law Director Martina Dillon reported that on March 6 she reworded the appointing authority rule. She stated that during the discussion, it was decided that the best route to take would be to adopt the same language that Council adopted via legislation for the Personnel Manual with respect to appointing authority definition. She reviewed the changes which would read, "The appointing authority is authorized by law to make personnel appointments to City positions.

The City Council is the appointing authority for the City Manager, Clerk of Council, Director of the Department of Finance, and Director of the Department of Law. The City Manager is the appointing authority for all other City positions." Mrs. Dillon reiterated that is the language that Council adopted for the Personnel Manual via Ordinance last fall and that is the recommended language to replace the Appointing Authority Rule 2 definition for the MSC Rules. Mrs. Dillon confirmed for Mrs. Delph that this language clarifies who is the ultimate appointing authority for City employee positions and does not negate the Merit System Commission. She said the reason she originally suggested the language change was to make the Personnel Manual consistent with the Charter language. She said after that, she noticed the same language carried over to the MSC Rules, and she wanted to correct that. She asked Ms. Powell to check the Planning Commission Rules to see if this language exists.

Mrs. Dillon administered the first reading of the amendment.

Mr. Kempe moved to accept the first reading; Mrs. Woeste seconded the motion.

RESULT: Passed (*Yes 4, No 0, Abstained 0*)
MOVER: Jim Kempe
AYES: Mary Woeste, Jim Kempe, Tom Watts, Gina Delph
NAYS: None
ABSTAIN: None

Other Business

Ms. Powell said the day of the week of the MSC monthly meetings needs changed due to member scheduling conflicts. She confirmed that there are no conflicts with the first Wednesday of the month. The next Merit System Commission meeting was scheduled for May 7, 2025.

Adjournment

Meeting adjourned at 9:49 AM.

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held April 16, 2025

Call to Order

Meeting called to order 9:01 AM.

Mary Woeste	Chair	Present
Jim Kempe	Vice Chair	Present
Tom Watts	Member	Present
Gina Delph	Member	Absent

Staff Present:

City Manager Michael Davis	Fire Chief Trazi Kuzminski
Police Chief Craig Richardson	Deputy Fire Chief Mike Guadagno
Public Information Officer Aaron Vietor	Clerk of Council Karen Powell

Mrs. Woeste moved to excuse the absence of Mrs. Delph; Mr. Watts seconded the motion.

RESULT: Passed (*Yes 3, No 0, Abstained 0*)
MOVER: Mary Woeste
AYES: Mary Woeste, Jim Kempe, Tom Watts
NAYS: None
ABSTAIN: None

Approval of Minutes - None

Business

Fire Lieutenant Promotional Process - Certification of List

Deputy Chief Mike Guadagno reviewed the list with the commission members.

Mrs. Woeste moved to certify the Fire Lieutenant Promotional Assessment Center; Mr. Kempe seconded the motion.

RESULT: Passed (*Yes 3, No 0, Abstained 0*)
MOVER: Mary Woeste
AYES: Mary Woeste, Jim Kempe, Tom Watts
NAYS: None
ABSTAIN: None

Mrs. Woeste moved to release all three names for the next process; Mr. Watts seconded the motion.

RESULT: Passed (*Yes 3, No 0, Abstained 0*)
MOVER: Mary Woeste
AYES: Mary Woeste, Jim Kempe, Tom Watts
NAYS: None
ABSTAIN: None

Mr. Watts asked Chief Traci Kuzminski how long she wanted to hold the list and confirmed that she is comfortable in holding the list for one year.

A Motion to rescind the April 1, 2025, vote to certify the list for Full-Time Police Officer (Entry Level, No OPOTA Required).

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held April 16, 2025

Mrs. Woeste reported that at the last Merit System Commission meeting the commission certified the Entry Level list by mistake as the registration had not ended. She said the ad was listed as ending once the position was filled. She said the position has not been filled, and Chief Richardson would like to extend the date to July 1, 2025. She said last month the list was closed because the commission certified the list. She said this needs to be redone to certify the names on the list now and then next month if more names are added they will certify those names to continue on the list until July 1, 2025.

Chief Richardson said this is a different practice than what Mr. Watts experienced in the past.

Mrs. Woeste reviewed that in the past a test was given, the scores were certified, and the list was closed. She explained that now the process is being left open because the Chief has found that personnel have graduated from high school or college and are looking for a job now, not when the City decides to give a test.

Chief Richardson explained that last year the commission worked with Mrs. Dillon and it was decided to change some of the Merit System Commission rules. He said the existing rules allowed for what they wanted to do, but the basis was that the Police Division wanted to have a job description open, take applications, and leave the ad open until filled and run the ad on a continuous basis because there have been continuous vacancies for so long. He stated the open competitive exam can be anything and does not have to be a written test. He said the Police Division has used a scored interview panel, and that under ORC qualifies as the open competitive exam. He said the Police Division determined a few months ago to continuously accept applications until the position was filled and to use the board interview as the first step for the test. He said the commission would receive updated lists monthly, and the commission could either certify the list each month or wait until a six-month period or so was over and then certify the entire process and then start over. He said this process is different than what has been done in the past. Chief Richardson reported that he and Mr. Vietor picked July 1, 2025, to close the process at which time the MSC could certify whatever has been done in the past six months, and the Police Division could open up another process. He said applications are still being accepted and background checks are in process. He said there was a conditional offer to a Cadet who did not pass the final stage of the background check. He said another Cadet is going through the polygraph and background process now. He said on the Lateral Entry side, the personal history questionnaire has been handed out, and no one has returned the questionnaires. He noted a couple of Entry-Level officers are in the pipeline with background checks in progress.

Mrs. Woeste said if the Police Division offers a position, nothing will be certified. She said the commission has always certified incoming people. She stated the monthly basis would be best to certify and continue the process.

Mr. Kempe asked if the City hires and makes offers from certified lists?

Mrs. Woeste replied the City always has, and every list and every test had to be certified. She said if the list is certified on a monthly basis, the list can still remain open, and if someone is offered a position, that would be from a list that was certified before it was offered instead of skipping a step.

Mr. Watts asked how long the Police Division expects the ads to run?

Chief Richardson said the ad gets stale, so the ad does need to be closed and opened again frequently. He said the Police Division also goes out to the academies to recruit.

Mrs. Woeste explained the process of scoring an interview as a test for the purpose of hiring.

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held April 16, 2025

Mr. Watts said he is not against the process, but the process would have to include all three departments. He said this practice cannot be for the Police Division only.

Chief Richardson stated that the way the MSC Rules are written, any department can still follow a three-week application advertisement and then written test. He said if the Streets Department or Fire Division wants to use the old school method, they can. He said for the Police Division, because there are always vacancies, it does not make sense to sequester all the applications over and over again.

Mr. Kempe said today we are not changing process, so the City must still hire from a certified list. He said if the commission follows through and uncertifies the two lists, the Police Division has no ability to hire an Entry-Level or Cadet position.

Chief Richardson said the way the rules are written, the list can be certified at the end. He said if the commission prefers that offers go out after a list has been certified, then the list will need to be certified each month with the understanding that the list will be a continual list for four to six months.

Mr. Kempe reiterated that the process is that offers are not made until a list is certified.

Mrs. Woeste explained that applications were received after the list was printed and before the list was certified, and those applicants did not make the list. She explained the application time was to be open until July 1, 2025. She stated the commission certified the list because the Police Division is interviewing and scoring as they go along. She further explained the need to certify month to month so names can continue to be added.

Mr. Watts asked what list is being certified if the list is subject to change and names come off and names go on?

Mrs. Woeste said the MSC is certifying that the applicants have started through interviews. She reminded the commission that Mrs. Dillon said a test can be any number of things.

Mr. Watts said it is getting to the point that the Merit System Commission is a dinosaur and is not effective to what the departments' needs are. He explained that the commission no longer certifies that the applicants meet the qualifications, and now the list is a growing list.

Mr. Watts moved to rescind the April 1, 2025, motion to certify the list for Full-Time Police Officer (Entry Level, No OPOTA Required); Mrs. Woeste seconded the motion.

RESULT: Passed (*Yes 3, No 0, Abstained 0*)
MOVER: Tom Watts
AYES: Mary Woeste, Jim Kempe, Tom Watts
NAYS: None
ABSTAIN: None

A Motion to rescind the April 1, 2025, vote to certify the list for Full-Time Police Cadet.

Mr. Watts moved to rescind the motion to certify the list for Full-Time Police Cadet; Mrs. Woeste seconded the motion.

RESULT: Passed (*Yes 3, No 0, Abstained 0*)
MOVER: Tom Watts
AYES: Mary Woeste, Jim Kempe, Tom Watts
NAYS: None
ABSTAIN: None

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held April 16, 2025

Other Business

Ms. Powell said the next Merit System Commission is May 7, 2025, so anything in need of being addressed can be added to that meeting.

Mr. Watts said this issue is not any one person's fault and is a result of the times we are living in.

Chief Richardson said some of the MSC Rules were modified to include what the ORC allows. He said if we, the group, do not like this, we can go back to something else. He said the commission can operate within the rules as they exist today and do some things slightly differently. He said the commission has not outlived its purpose, and he feels there still needs to be a checks and balances system to make sure people are not getting shafted and things are being done fairly.

Mrs. Woeste said if the commission waits until July 1 to certify the list, the Police Division technically cannot make an offer.

Chief Richardson said conditional offers can be made. He said he could try to wrap up the current list by May 7, and it could be certified by the commission, and then all can come up with a new process.

Mrs. Woeste agreed that would be best until the MSC can come up with a better process.

Mr. Watts said there needs to be a meeting soon with Martina Dillon and the Department heads. Mr. Kempe agreed.

The commission discussed Lateral Entry positions.

Mr. Davis said the Street Department is not allowed to use Lateral Entry processes. He said he will talk with Mrs. Dillon to see if there are things the commission can work on to expedite or keep a process open and revolving to eliminate challenges.

Mr. Watts discussed modern hiring practices and said he does not know the longevity of the Merit System Commission. He said the word "list" is the dinosaur; Mrs. Woeste agreed.

Chief Richardson said if he received ten applicants in the month of April, half would be disqualified because of background checks and the other half would have job offers by the end of the month.

Mr. Kempe said Chief Richardson's standards are what need to be met, and he should get what he needs.

Mr. Watts said each step of the process keeps dwindling away.

Mr. Kempe said there is no list for Entry Level or Cadet currently because the list was just decertified. He said the commission needs a list to certify in order for the Police Division to make an offer, and he asked if the commission will have a list to certify on May 7 at the next meeting.

Chief Richardson said he will have a list at the May 7 meeting. He also reported that one person signed up for the Sergeant's exam. He informed the commission that the application process for that position will end in April. He again stated that he believes a process can be certified after being completed and that he can make conditional offers pending the background check.

RECORD OF PROCEEDINGS

	Minutes of Merit System Commission	Held April 16, 2025	
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Adjournment

Meeting adjourned at 9:41 AM.

Police Division Hiring

Department: Police Division

Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No

Funding Source:

Attachments:

Full-Time Police Officer (Lateral Entry)

Department: Police Division

Request: Action Item

Item Background and Purpose:

Police Chief Craig Richardson will provide an update regarding the Full-Time Police Officer (Lateral Entry) process.

Attachments: None

Full-Time Police Officer (Entry Level, No OPOTA Required)

Department: Police Division

Request: Action Item

Item Background and Purpose:

Police Chief Craig Richardson will provide a list to be certified by the Merit System Commission

Attachments: None

Full-Time Police Cadet - Certify List

Department: Police Division

Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No

Funding Source:

Attachments:

Full-Time Police Cadet

Department: Police Division

Request: Action Item

Item Background and Purpose:

Police Chief Craig Richardson will provide a list of applicants to be certified by the Merit System Commission.

Attachments: None

Police Sergeant Promotional Process - Discussion

Department: Police Division

Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No

Funding Source:

Attachments:

1. Sergeant Ad - 0325 draft

Police Sergeant – Promotional

- Opens: April 14th, 2025
- Closes: May 16th, 2025

Qualifications

- One year as a Moraine Police Officer, in addition to three years total law enforcement experience as an OPOTA certified Peace Officer.
 - Considerable knowledge of the City's policies, practices, General Orders, geography, and general law enforcement and supervision practices.
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Written Exam Information

- The written exam will be held on the week of June 8th at the Moraine Rec Center Building. Time and day to be determined at the close of application process based on scheduling and staffing needs.
 - The examination will consist of 100 questions.
 - A score of 65 percent or higher is needed to pass the written exam.
 - Protest period following the written exam expires seven days after the conclusion of the written exam and questions must be submitted on the form provided on the City's website.
 - The Merit System Commission will meet to determine the outcome of the protested questions.
 - Scores for the written exam will not be released to candidates until after the list is certified by the Merit System Commission.
 - Ties will be broken by seniority points and, if needed, date and time of application.
 - Seniority points will only be awarded to candidates who achieve a minimum passing score of 65 percent on the examination without considering seniority points.
 - The examination will consist of multiple choice questions and be taken from the following study materials: *Moraine Police Policy and Procedure Manuals, City Personnel Manual, Ohio Revised Code, Moraine Codified Ordinances, and Collective Bargaining Agreements.*
 - All study guide materials will be provided in electronic form.
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Assessment Exam Information

- The date of the assessment exam will be determined after certification of the written exam.
 - Scores for the assessment exam will not be released to candidates until after the list is certified by the Merit System Commission.
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Interview

- A department/division interview will be conducted after certification of the assessment exam.
 - Scores for the interview process will not be released to candidates until after the list is certified by the Merit System Commission.
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Additional Information

All applicants must fill out a Promotional Application located on the City's website at (www.ci.moraine.oh.us) by May 16th 2025 at 4:30PM.

The Sergeant promotional exam is a three-part process consisting of a written exam, Assessment Center, and interview with the Chief. After the written exams scores have been calculated, certified, and released, all candidates who have a passing score will move to the Assessment Center phase of the process. Additionally, candidates who have successfully completed the first two phases will be interviewed by the Chief of Police.

Fire Division Hiring

Department: Fire Division

Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No

Funding Source:

Attachments:

Full-Time Firefighter (Entry Level)

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No

Funding Source:

Attachments:

1. Full-Time Firefighter Entry level 3-2025

Full-Time Firefighter (Entry Level)

Opens: April 4, 2025

Closes: April 25, 2025

Description

The City of Moraine Fire Division is currently accepting applications for a Full-Time Firefighter. We are looking for people driven by a desire to contribute, committed to public service, and who possess a willingness to be challenged.

Under direct supervision of a Lieutenant, this position will perform technical work providing fire suppression, rescue operations, and appropriate patient care including ambulance transportation at the scenes of emergency situations. Firefighters are assigned to shift work; currently a 24-hour shift on duty with 48 hours scheduled off between tours.

Workloads are rotated between medic and fire unit assignments. Duties are performed under emergency conditions and frequently involve considerable personal hazards while responding to fire alarms and emergency medical calls.

Moraine Fire Division is a proud and progressive division that places heavy emphasis on training and public service. Our department averages over 3,000 incidents a year. We cover an area of 9.5 square miles that includes an airport, two major rail services, a major highway, a major state route and the Miami River.

Salary

- Firefighter EMT/B \$57,616.00-\$58,680.96 or Firefighter Paramedics \$59,344.48-\$77,598.56
- After 5 years of continuous service with the City, Employee Share of Pension contribution is paid by the City (11.5%)
- Annual Uniform Allowance
- Longevity Leave payment available starting after 10 years of service to the city
- Ability to work Compensatory Time in place of overtime worked
- Education incentive for Associates and Bachelors.
- Tuition reimbursement is available.

Leave Benefits

- Holidays: 11 paid City holidays
- Earned Days Off: 13 days per year
- Vacation Leave: 2-4 weeks per year
- Additional Longevity Vacation Leave available after 4 years of service to the City (up to 96 hours)

- Annual Wellness Incentive
- Sick Leave: 168 hours accrued per year (Sick Leave Conversion for Vacation Leave available)

Health, Dental, Vision & Life Insurance

- No employee contributions (City Paid) for comprehensive health, dental, and vision plans that includes preventative services
 - PPO health plan with low deductibles (\$200 Single / \$400 Family)
 - \$4,800 per year incentive for waiving coverage
 - \$50,000 Term Life Insurance Policy paid by the City (includes Accidental Death and Dismemberment)
-

Qualifications

- Applicants must be Ohio-certified EMT/Basic and Ohio Firefighter Level II at the time of appointment. Paramedic certification is preferred. **All applicants are required to be Ohio-certified EMT/Paramedics within three years of the date of initial employment.** Students nearing completion of the certification process are encouraged to apply
 - Applicants must be high school graduates or GED
 - Must be at least 18 years of age but no older than 40 at the time of original appointment and be physically capable of performing all essential functions of the position.
 - Background checks will include character, mental/physical health, psychological testing, polygraph, driving record
 - Pre-employment drug screening and background check is required. All candidates must be willing to submit to random drug screenings
 - Establish and maintain effective working relationships with other employees and the public
 - Possess valid Ohio state driver's license
-

Special Requirements

- Application must be filled out online by the closing date.
- Attach supporting documents – resume, proof of Fire/EMS certifications, DD-214, diplomas, additional certificates, etc.
- All qualified applicants will undergo an interview where they will be scored and placed on a list. Applicants considered for further processing will undergo criminal background and reference checks, medical exam, drug screen, psychological test, Firefighter Mile and polygraph exam.

***Additional points will be awarded to applicants scored interview and have a Fire or EMS related Bachelor's degree from an accredited college or university, have been honorably discharged from the military. Documents must be attached to the application to receive additional points. Failure to complete all the steps listed above will result in a disqualification from the hiring process.

Moraine is an Equal Opportunity Employer.

Street Division Hiring

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No

Funding Source:

Attachments:

Promotion - Street Maintenance Worker to Equipment Operator I

Department: Street Division

Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No

Funding Source:

Attachments:

1. Full-Time EO 1

Full-Time Equipment Operator I - Promotional

Apply Online: <https://ci.moraine.oh.us/employment/>

Opens: May 8, 2025

Closes: May 22, 2025

All applicants must fill out a Promotional Application located on the City's website (www.ci.moraine.oh.us) by May 22, 2025.

Qualifications:

Education and Experience

- Currently employed within the Street Division as Street Maintenance Worker
- Must be in current position for a minimum of one (1) year.
- Valid Ohio Driver's License with CDL Class B endorsement.

Written Exam Information

- The written exam will be held in person at the Payne Rec Center on Tuesday, June 3, 2025 at 2:00 PM.
- The examination will consist of 100 multiple choice and true/false questions and there will be a two (2) hour time limit to complete the exam.
- A score of 60 percent or higher is needed to pass the written exam.
- Protest period following the written exams expires on June 10, 2025 at 4:30 PM and questions must be submitted on the form provided on the City's website.
- The Merit System Commission will meet to determine the outcome of the protested questions.
- Scores for the written exam will not be released to candidates until after the list is certified by the Merit System Commission.
- Ties will be broken by seniority points.
- All study guide materials are available on the City's website (www.ci.moraine.oh.us).

Assessment Exam Information

- A score of 60 percent or higher is needed to pass the assessment exam
- Scores for the interview process will not be released to candidates until after the list is certified by the Merit System Commission

Additional Information

Seniority points will be awarded to candidates who achieve a minimum passing score (60%) on the written examination only.

Seniority will determine the rankings when identical scores exist. In the event two or more applicants receive identical scores, priority will be given to the person whose application was filed electronically first.

STUDY GUIDE

All study guide materials are available on the City's website

Promotion - Groundskeeper to Street Maintenance Worker

Department: Street Division

Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No

Funding Source:

Attachments:

1. Full-Time Street Maintenance Worker

Full-Time Street Maintenance Worker - Promotional

Apply Online: <https://ci.moraine.oh.us/employment/>

Opens: May 8, 2025

Closes: May 22, 2025

All applicants must fill out a Promotional Application located on the City's website (www.ci.moraine.oh.us) by May 22, 2025.

Qualifications:

Education and Experience

- Currently employed within the Street Division as Facility Groundskeeper.
- Must be in current position for a minimum of one (1) year.
- Valid Ohio Driver's License with CDL Class B endorsement.

Written Exam Information

- The written exam will be held in person at the Payne Rec Center on Tuesday, June 3, 2025 at 2:00 PM.
- The examination will consist of 100 multiple choice and true/false questions and there will be a two (2) hour time limit to complete the exam.
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STUDY GUIDE

All study guide materials are available on the City's website

Entry Level Examination Discussion

Department: Street Division

Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No

Funding Source:

Attachments:

Rule 2 Amendment - Second Reading

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No

Funding Source:

Attachments:

1. Memo to MSC on Rule 2 Revision 3-14-25

Date: March 14, 2025

To Be Further Discussed By The Law Director at the April 1, 2025 MSC Meeting.

Proposed deletions in ~~strikethrough~~ and proposed additions in **bold**.

Proposed MSC Rule 2 Amendment

Rule 2 Definition of Terms

Section 2: Appointing Authority: ~~The City Manager will appoint and/or remove all officers and employees of the City in the classified service except those within the Departments of Finance and Law and the Clerk of Council as provide in the Charter. The officers and employees in these departments will be appointed or removed by the respective director.~~

The Appointing Authority is authorized by law to make personnel appointments to City positions. The City Council is the Appointing Authority for the City Manager, Clerk of Council, Director of Department of Finance and Director of Department of Law. The City Manager is the appointing authority for all other City positions.