



Merit System Commission

~Agenda~

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

Clerk of Council
937-535-1005

March 4, 2026

9:00 AM

I. Call to Order

II. Approval of Minutes

A. Merit System Commission Meeting Minutes - February 4, 2026

III. Business

A. Street Division Hiring

1. Full-Time Mechanic - Entry Level

Approve New Ad

B. Police Division Hiring

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

Terminate Existing List

Approve New Ad

2. Full-Time Police Officer (Lateral Entry)

Terminate Existing List

Approve New Ad

IV. Other Business

V. Adjournment

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held February 4, 2026

Call to Order

Meeting called to order at 9:01 AM.

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

Mr. Watts moved to excuse Mrs. Woeste's absence; Mr. Kempe seconded the motion.

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

Approval of Minutes

Merit System Commission Meeting Minutes - December 4, 2025

Mr. Kempe asked if there were any changes or corrections to the December 4, 2025, Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Full-Time Firefighter (Entry Level) - Certify List

Fire Chief Traci Kuzminski distributed a list to the Merit System Commission members. She noted over 25 applicants were interviewed, and she discussed the rankings and elimination.

Mrs. Delph moved to approve the Full-Time Firefighter (Entry Level) list; Mr. Watts seconded the motion.

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

Full-Time Mechanic - Entry Level - Discussion

Mr. Chris Dunn stated a mechanic left the Street Division recently. He reviewed the job qualifications posted in 2016 and those posted in 2021. He noted that in 2016, a CDL was required to be obtained within one year of employment. He stated that in 2021, a Class B CDL was required to be obtained within one year. He noted that the Street Maintenance worker requirements have changed and applicants are required to possess a CDL when hired. He reported that he believes the City should require this position to possess a CDL as is required of the Street Maintenance employee. He reviewed the extensive CDL requirements, and he remarked that there would be issues with the starting pay. He reported he reached out to several businesses who pay new mechanics \$30.00 per hour with no experience. He said the mechanic position requires a CDL, five years of experience, and five ASE certifications, and the starting pay is \$22.00-\$23.00 per hour. He said he does not feel like there will be many applicants considering the requirements and pay. He asked if requirements need to be changed before an

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ad goes out?

Mr. Kempe noted there have been several discussions regarding CDL requirements in the past. He stated the City will not attract good applicants without a competitive salary, but the Merit System Commission has no control over salary.

Mr. Dunn and the commission members discussed the entry level position for the Street Division employees.

Mr. Watts asked what the Street Division is asking for in an entry-level mechanic position?

Mr. Vietor explained entry-level vs. lateral entry. He said this position requires an entry-level process and not a lateral entry process.

Mr. Watts said entry-level to him means no experience.

Mr. Dunn said he is trying to find out if the commission is okay with the mechanic position mirroring the Street Maintenance Worker position and requiring a CDL? He did note that requiring a CDL will limit the applications received.

Mr. Kempe said it sounds like Mr. Dunn has a fairly good list of requirements, but he feels Mr. Dunn is unsure if all need to be requirements. He said it sounds like once the requirements have been defined, surely there are resources here at the City to help ensure the salary range is appropriate for the area; otherwise, there is no point in discussing this.

Mr. Dunn said there is no need to change that, but if someone is overqualified, maybe they can begin at a higher rate on the scale. He asked if the commission would be okay with him bringing back an ad that changes the requirements.

Mr. Watts said he would be okay with that as long as Mr. Dunn thinks the requirements are something he is willing to stick to for a minimum of ten years as an entry-level position. He said once this is posted, those conditions cannot be changed and lowered again. He said the position cannot be posted with requirements and then, in a year from now, change the requirements. He noted that would be unfair to the employee who was hired under other requirements.

Mr. Dunn said the last employee was hired in 2017, so he does not feel that will be an issue. He spoke about the possibility of talking to the union representative regarding probation period qualifications. Mr. Dunn stated the only requirement should be a CDL and to obtain the ASE certifications in the first year. He said reducing the requirements to apply might help get applicants in the door. He said he does not understand why a lateral process does not apply to the Street Division.

Mr. Watts and Mr. Kempe recommended Mr. Dunn bring back the changes to the commission, and they will follow the next steps.

Mr. Kempe recommended that Mr. Dunn talk to the union to see if they are comfortable with the changes,

Mr. Dunn said he will talk with the union representative and bring something back to the commission. He questioned if a lateral position is something that can be revisited in the meantime in case someone decides to transfer over.

Mr. Watts said he is 100 percent on board with a lateral position, but Ms. Dillon was the one who quashed that topic. He said he does not think it is a law but was just Ms. Dillon's opinion.

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City Manager Michael Davis discussed requirements, but the conversation was inaudible.

The commission and Mr. Dunn discussed requirements across City departments.

Mr. Dunn reported that in the near future, a test will be needed to promote an employee to Operator II. He said one employee has issues with the testing. He stated he will have something for the commission to look at for the March meeting. He said he will talk to the employee regarding the issues he is having with the testing, and he may have something to bring back regarding that topic.

Other Business

The next Merit System Commission meeting was scheduled for March 4, 2026.

Adjournment

Meeting adjourned at 9:28 AM.

Street Division Hiring

Department: Clerk of Council

Request: Staff Report

Item Background and Purpose:

Discussion was held at the February 2, 2026, MSC meeting regarding a Full-Time Entry-Level Mechanic position. The requirements were reviewed, and based on that meeting the attached Full-Time Entry-Level Mechanic advertisement is brought before the commission for approval.

Attachments:

Full-Time Mechanic - Entry Level

Department: Clerk of Council

Request: Staff Report

Item Background and Purpose:

Attachments:

Approve New Ad

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Attachments:

1. Street Mechanic Ad 3-2-26

Full-Time Mechanic

Description

City of Moraine is hiring a Full-Time Mechanic, applicants must be a high school graduate (or GED), demonstrate good character and health, be at least 18 years of age and be physically capable of performing all essential functions of the position. Background and reference checks will be performed.

Salary

During the probationary period of 6 months, the contract begins at \$23.70 hourly with step increases in accordance with the Union Contract. Benefits include: paid vacation, holiday, sick and injury leaves, comprehensive healthcare insurance plan, and life insurance.

Qualifications

- Must be 18 years of age.
- High School diploma or GED
- Must have a valid driver's license.
- Selected applicant must have a Class B CDL to apply.
- Physically capable of performing all essential functions of the position.
- Ability to lift 100 lbs. occasionally.
- Ability to pass a background and drug screen test.
- 3-5 years of experience preferred.
- ASE Certifications preferred.

Special Requirements

After an application is received, the applicant will receive an email with a link to an online exam. The exam must be completed by March 20, 2026.

Upon completion of the entry level exam, all candidate scores will be forwarded to the Moraine Merit System Commission. Candidates who attain a passing score on the entrance exam will be ranked according to their score and placed on the Commission's eligibility list. The City of Moraine will contact each candidate following the exam with their overall score.

Applicants considered for further processing will undergo interviews, criminal background and reference checks, medical exam, drug screen, and other tests deemed necessary by the Street Superintendent.

APPLICANT CHECKLIST

- Fill out a City application
- Attach supporting documents** – resume, DD-214, diplomas, certificates, etc.
- Take online exam

Failure to complete all the steps listed above will result in a disqualification from the hiring process.

Police Division Hiring

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

The Police Division will be advertising for entry level officers and lateral entry officers. The advertisements require certification from the commission in order to post and begin the hiring process. In order to begin advertising, the current lists for both positions will need to be terminated.

Attachments:

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

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No

Funding Source:

Attachments:

Terminate Existing List

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Attachments:

Approve New Ad

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Attachments:

1. Entry Level Police Officer draft 100725

Full-Time Police Officer

Entry Level, No OPOTA Required

- Posted on: _____
- Open Until Filled

Description

Our Police Division is currently hiring for a full-time Police Officer. We are looking for people driven by a desire to contribute, committed to public service, and who possess a willingness to be challenged.

Applications must be filled out online and include copies of: diploma or GED, driver's license, the names, addresses, and phone numbers of 3 personal references, and any appropriate certifications including OPOTA Peace Officer or proof of recent academy completion, DD-214, or college degree.

Salary

Entry-level pay is \$30.79/hour and work a 40-hour work week. There will be a twelve-month probationary period.

Full Benefits package includes: paid insurance for medical, prescription, dental, vision and life; paid vacations, holidays and sick leave; paid college tuition and uniforms.

Qualifications

- 5% additional percentage points will be awarded for each of the following: Criminal Justice related college degree, current OPOTA peace officer certification, honorable discharge from military service.
- Must be at least 21 years of age or older by the time of appointment.
- Possess valid Ohio state driver's license.
- Establish and maintain effective working relationships with other employees and the public.
- Physically capable to perform all the essential functions of the position.
- Pre-employment drug screening and background check is required. All candidates must be willing to submit to random drug screenings.

Special Requirements

City of Moraine personnel will direct the applicant for the exam following the completion of the application. Upon completion of the entry-level exam, all scores will be forwarded to the Moraine Merit System Commission who will certify the testing process. Candidates who attain a passing score on the exam will be placed on the Commission's eligibility list. The City of Moraine will contact each candidate following the exam with their overall score.

Applicants considered for further processing will undergo interviews, criminal background and reference checks, medical exam, drug screen, psychological test, and polygraph exam.

****Additional points will be awarded to applicants who attain a passing examination score and have a Law Enforcement related degree from an accredited college or university, have been honorably discharged from the military, or be Ohio Peace Officer Training Academy (OPOTA) certified. Documents must be attached to the application in order to receive additional points.**

APPLICANT CHECKLIST

- Fill out a City application and Personnel History Questionnaire online
- Attach supporting documents** – resume, DD-214, diplomas, certificates, etc.
- Take exam as directed by City of Moraine personnel

Failure to complete all the steps listed above will result in a disqualification from the hiring process.

Moraine is an Equal Opportunity Employer.

Full-Time Police Officer (Lateral Entry)

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No

Funding Source:

Attachments:

Terminate Existing List

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Attachments:

Approve New Ad

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Attachments:

1. Lateral Police Officer ad draft 100725

Police Officer – Lateral Entry

- Posted on: _____
- Open Until Filled

Description

Our Police Division is currently recruiting experienced candidates for immediate and future full-time police officer vacancies. We are looking for people driven by a desire to contribute, committed to public service, and who possess a willingness to be challenged.

Salary

Salary Range is \$38.42 to \$44.06 per hour. Entry rate is contingent upon the candidate's related experience, skills, knowledge, and abilities. There is a twelve-month probationary period.

Full Benefits package includes: paid insurance for medical, prescription, dental, vision and life; paid vacations, holidays and sick leave; paid college tuition and uniforms.

Minimum Qualifications

- Be at least 21 years of age
 - Possess a high school diploma or GED
 - Possess valid Ohio state driver's license
 - Minimum of one year service as a full-time peace officer or US Federal Agent or Law Enforcement Officer
 - Certified as a law enforcement officer by the Ohio Peace Officer Training Commission and be current with all continuing education requirements
 - Must not have been out of active law enforcement status for more than two years at time of appointment at Moraine
-

Application and Selection Process

Applications are accepted now. Apply online at www.ci.moraine.oh.us/employment

Evaluation of applications, resumes, associated documents, and other materials will be conducted to assess qualifications, experience, training, knowledge, and abilities.

Continued processing of candidates will include oral interviews, thorough background investigation, polygraph tests, drug screen, medical examinations, and psychological tests.

For more information and to apply, please visit the employment section of the City's website at www.ci.moraine.oh.us

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