



Merit System Commission

~Agenda~

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

Clerk of Council
937-535-1005

July 1, 2026

9:00 AM

- I. Call to Order**
- II. Approval of Minutes**
 - A. Merit System Commission Meeting Minutes - May 6, 2026
- III. Business**
 - A. Full-Time Street Maintenance Worker
 - 1. Close Current List
 - 2. Approve Advertisement
 - B. Police Sergeant Testing
- IV. Other Business**
- V. Adjournment**

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held May 6, 2026

Call to Order

Meeting called to order at 9:00 AM.

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

Staff Attendance: City Manager Michael Davis; Street Division Superintendent Chris Dunn; Deputy Police Chief Jason Neubauer; Sgt. Andrew Parrish, Sgt. Andrew Dyer; Clerk of Council Karen Powell.

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

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

Approval of Minutes

Merit System Commission Meeting Minutes - April 8, 2026

Mrs. Woeste asked if there were any changes or corrections to the April 8, 2026, Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Nomination of Officers

Mr. Kempe moved to nominate Mrs. Woeste for Chair and himself for Vice Chair of the Merit System Commission; Mrs. Delph seconded the motion.

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

Vote to extend current Operator I list

Mrs. Woeste moved to approve extending the current Operator I list for an additional year; Mr. Kempe seconded the motion.

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

Certification of the Entry Level No OPOTA Police Officer List

Deputy Chief Jason Neubauer distributed the Entry Level Police Officer list. He noted there are

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

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eleven applicants listed out of a pool of forty-one. He said after going through the disqualifying criteria and running the potential applicants through a voluntary entry level PT test, eleven qualified applicants made it on the list. He reported that eleven interviews were conducted and the scoring is shown in the center column of the list. He then noted that after adjustments for college, military, and OPOTA certification, the final scores are listed on the right. He asked the commission to certify the list.

Mrs. Woeste asked how many officers will be hired from the list?

Deputy Chief Neubauer replied that the Police Division is hoping to hire three officers.

Mr. Kempe moved to certify the Police Officer list; Mrs. Delph seconded the motion.

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

Other Business - None

Adjournment

Meeting adjourned at 9:03 AM.

Full-Time Street Maintenance Worker

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

The Street Division needs to fill a full-time Street Maintenance Worker vacancy within the division.

Attachments:

Approve Advertisement

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Attachments:

1. Street Maintenance Worker Ad - July 2026

Full-Time Street Maintenance Worker

- Posted on: July 3, 2026
- Closes: July 24, 2026

Description

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 \$22.87 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.
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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 July 24, 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
- Take online exam

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

Police Sergeant Testing

Department: Police Division

Request: Action Item

Item Background and Purpose:

Request for police sergeant testing and discussion on assessment center options.

Attachments:

1. Assessment center testing
2. Sergeant Ad - 062426



**CUSTOM
PRECISION
TESTING**

Oral Panel Dimensions

Oral Communication

Effectiveness of spoken expression in individual and group situations, including clear articulation, active listening, and appropriate use of non-verbal communication.

Problem Analysis

Skill in identifying problems, gathering relevant information, recognizing critical issues, and determining root causes in order to develop appropriate responses.

Judgment & Decision-Making

Ability to evaluate options, consider consequences, apply policy and legal standards, and reach sound, timely decisions.

Leadership & Team Motivation

Ability to guide, mentor, and inspire others while modeling professional behavior and fostering a positive team climate.

Interpersonal Skills / Conflict Management

Effectiveness in working cooperatively with others, demonstrating empathy, resolving conflict, and maintaining professionalism in stressful interactions.

Planning & Organizing

Ability to structure tasks, prioritize workload, allocate resources, and coordinate personnel to meet operational goals efficiently.

Delegation & Control

Effectiveness in assigning tasks clearly, providing direction, monitoring performance, and holding personnel accountable while supporting their development.

Ethics & Accountability

Consistently adheres to laws, policy, and ethical principles; ensures fairness, integrity, and professionalism; and addresses misconduct appropriately.

Community Partnership / Customer Service

Ability to build trust, treat all individuals with dignity and respect, and work collaboratively with community members to solve problems and enhance public safety.

Adaptability / Stress Management

Maintains composure and effectiveness during rapidly changing or high-pressure situations; demonstrates flexibility and resilience in response to operational needs.

Anytown Division of Police
Lieutenant Promotional Oral Interview – Scoring Sheet

Question 1

The Anytown Police Department identifies Integrity, Fairness, Professionalism, and Teamwork as its core values. As a Lieutenant, how would you translate those values into clear day-to-day expectations for the Sergeants and personnel under your command? Please include the standards you would set, how you would reinforce those values through coaching, recognition, and accountability, and how you would respond if a Sergeant or officer's conduct conflicted with one or more of those values.

Score dimensions

Dimension	Score (1–5)	Dimension Reference
Leadership & Team Motivation		Ability to guide, mentor, and inspire others while modeling professional behavior and fostering a positive team climate.
Delegation & Control		Effectiveness in assigning tasks clearly, providing direction, monitoring performance, and holding personnel accountable while supporting their development.
Ethics & Accountability		Consistently adheres to laws, policy, and ethical principles; ensures fairness, integrity, and professionalism; and addresses misconduct appropriately.

Panel notes / behavioral examples

Candidate Results - Individual Charts

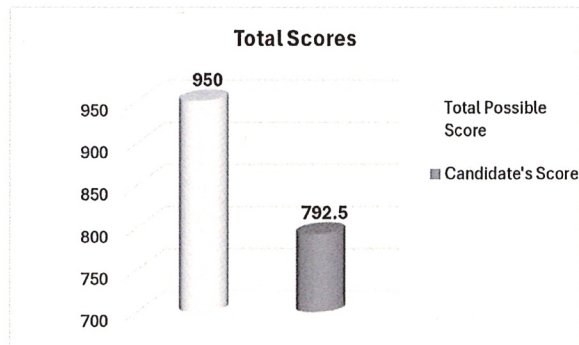
Candidate:	A
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Police Department: [REDACTED]

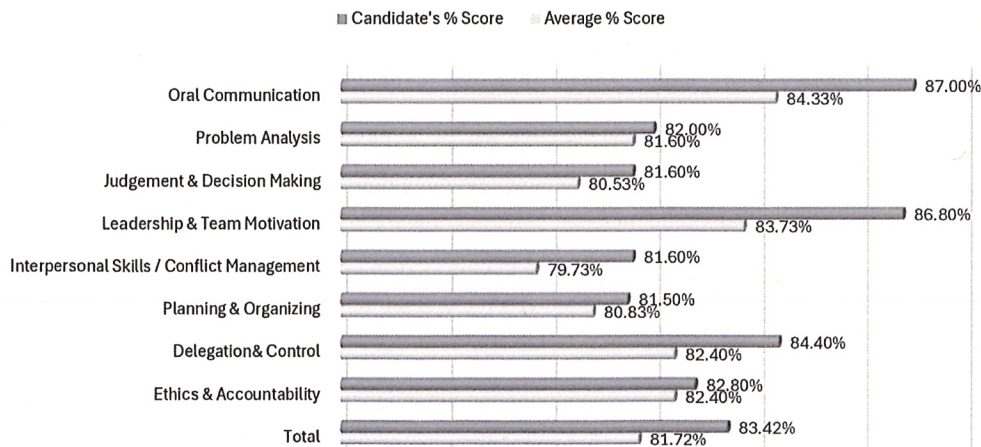
Position: Lieutenant

Assessment Center Date: April 22, 2026

Testing Area	Total Possible Score	Candidate's Score	Candidate's % Score	Average % Score
Oral Communication	100	87	87.00%	84.33%
Problem Analysis	125	102.5	82.00%	81.60%
Judgement & Decision Making	125	102	81.60%	80.53%
Leadership & Team Motivation	125	108.5	86.80%	83.73%
Interpersonal Skills / Conflict Management	125	102	81.60%	79.73%
Planning & Organizing	100	81.5	81.50%	80.83%
Delegation & Control	125	105.5	84.40%	82.40%
Ethics & Accountability	125	103.5	82.80%	82.40%
Total	950	792.5	83.42%	81.72%



Comparison - Candidate's % Score and Average % Score for all Candidates for each Exercise



Candidate Results - Individual Charts

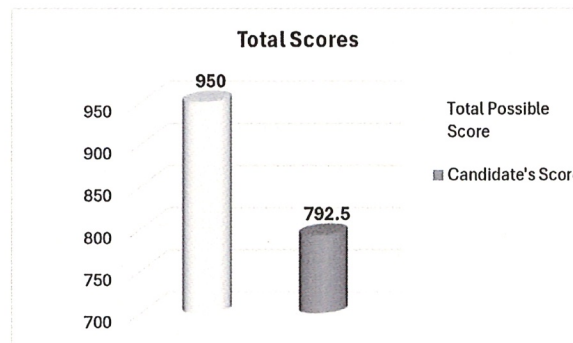
Candidate: A

Police Department: [REDACTED]

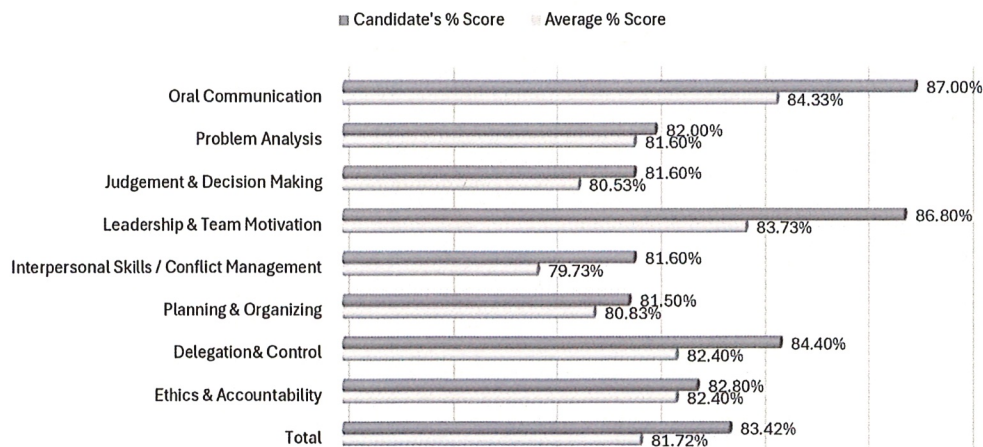
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Structured Promotional Interviews

CPT designs and facilitates structured promotional interviews tailored to each rank. We handle all of the work for you. We develop the questions based on the dimensions you identify as the most important for the position. We then create the questions and all the materials needed for the interview panel. A CPT team member will then come to your agency to train your panelists, facilitate the day, and provide you with an overall score for your candidates and performance across all dimensions.

- The cost for a Promotional Interview process is \$2,495.00 for up to 6 candidates.
- Additional cost if needed:
 - If more than one day is needed, it will be an additional \$995.00
 - If the agency is over 120 miles from CPT, there will be an additional \$250 cost. If multiple days are needed, they must run consecutively.

Police Sergeant – Promotional

- Opens: 7/6/26
- Closes: 7/24/26

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 July 27th at the Moraine City 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 an electronic form via a link or download.
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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 7/24/26 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.