



Merit System Commission ~Agenda~

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

Amy Brown
Clerk of Council
937-535-1005

January 12, 2023

10:00 AM

Council Chambers

- I. Call to Order**
- II. Approval of Minutes**
 - A. December 1, 2022
- III. Business**
 - A. Entry Level Police Officer Advertisement
- IV. Other Business**
- V. Adjournment**



Merit System Commission

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~Minutes~

Amy Brown
Clerk of Council
973-535-1005

Thursday, December 1, 2022

Moraine Municipal Building

Call To Order at 10:02 AM

Attendee Name	Title	Status	Arrived
Mary Woeste	Chair	Present	
Jim Kempe		Present	
Dave Rodehaver		Present	

Staff Members Present: City Manager Michael Davis, Police Chief Craig Richardson, Deputy Police Chief Jason Neubauer, Street Superintendent Bryan Campbell, Human Resources Administrator Nicole Robinson, and Clerk of Council Amy Brown.

Approval of Minutes

1. November 3, 2022

Mrs. Woeste asked if there were any changes or corrections to the November 3, 2022 MSC meeting minutes. Hearing none, the minutes were approved as submitted.

RESULT: **ACCEPTED [UNANIMOUS]**
AYES: Woeste, Kempe, Rodehaver

Business

1. MSC Rules Amendment - Rule 16

Mrs. Woeste read the amended rule for the second reading and final adoption.

RESULT: **PASSED [UNANIMOUS]**
AYES: Woeste, Kempe, Rodehaver

Executive Session - None

Other Business

Mr. Campbell stated this would be his last meeting since he will be retiring at the end of the year. He thanked the Merit System Commission members for their support.

Chief Richardson stated they have a current Lateral Entry Police Officer list that the City Manager has agreed to terminate. He noted there are three vacancies, and there is only one name left on the list, but they are not a preferred candidate. He reported he and Mrs. Brown would be working on an ad for an Entry Level process to kick off sometime in January. He remarked he wanted to let the members know he would be asking for a test.

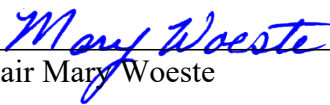
Mrs. Brown replied the ad should be ready for the January 5 meeting.

Chief Richardson reported the academies are starting in January, so it would be a good opportunity to recruit some rookies out of the academies. He noted this process would be no OPOTA required, but they would receive bonus points if they had an OPOTA.

Mrs. Woeste asked how many candidates they needed.

Chief Richardson responded, three. He reported they hired one off the Lateral Entry list, and added there were 12 candidates on that list. He noted they interviewed a handful of them, but by the time they started background checks or extended conditional offers, they already had jobs in other places.

Adjournment at 10:07 AM


Chair Mary Woeste

Full-Time Police Officer

- Posted on: January 13, 2023
- Closes: February 5, 2023

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

Full Benefits package includes: paid insurance for medical, prescription, dental, vision and life; paid vacations, holidays and sick leave; paid college tuition and uniforms. Entry-level pay is \$29.30/hour and work a 40-hour work week. There will be a twelve-month probationary period.

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. At the time of appointment, applicants must have their OPOTA certification.
 - 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.
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Special Requirements

Once you have completed the online City application, go to www.nationaltestingnetwork.com to schedule a test, select “Find Jobs” tab, then “Law Enforcement Jobs”, then select the City of Moraine’s posting. The fee for the exam is \$55.00 and paid on the National Testing Network, Inc. website. Be sure to complete the Personal History Questionnaire (PHQ) on the NTN website. Incomplete PHQs will not be considered. Testing must be completed no later than February 5, 2023. If an applicant has taken the exam within the past six (6) months, you may transfer your scores. However, if an applicant wishes to transfer a previous test score and meets all requirements, they must complete a City application and the NTN PHQ in order to be considered for this position.

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. National Testing Network does not replace the City of Moraine and the Merit System Commission responsibility and decision making in the testing process.

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 online
- Attach supporting documents** – resume, DD-214, diplomas, certificates, etc.
- Sign up at www.nationaltestingnetwork.com
- Complete the Personal History Questionnaire (PHQ) on NTN website
- Take exam

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