

**CITY OF DELAWARE
CIVIL SERVICE COMMISSION
MEETING TO BE HELD VIRTUALLY VIA CISCO Webex **
3:00 P.M.**

AGENDA

January 13, 2021

1. ROLL CALL
2. APPROVAL of the Motion Summary for the meeting held November 11, 2020 as recorded and transcribed.
3. ADOPTION of Proposed 2021 Community Paramedic Recruitment Process
4. PUBLIC COMMENTS
Due to the meeting being held virtually, public comment can be provided through written comment, no more than 500 words, or to request to join the meeting is requested to be received before noon the day of the meeting through email at emccloskey@delawareohio.net. Comments received on Facebook may have to be addressed by staff subsequent to the meeting.
5. STAFF COMMENTS
6. COMMITTEE COMMENTS
7. ADJOURNMENT

This meeting will be a virtual meeting. Residents are encouraged to view online through the City of Delaware Facebook page. To comply with the CDC recommendation prohibiting group meetings, no in person attendance by Council, staff, or the public will be available.

CIVIL SERVICE COMMISSION
Motion Summary
November 11, 2020

ITEM 1. ROLL CALL

Chairman Rybka called the virtual meeting to order at 3:00 p.m.

Members Virtually Present: Kent Shafer, City Council Liaison, Mary Jane Santos (did not have audio video until 3:25 p.m.), Vice-Chairman Eric Coss and Chairman John Rybka

Staff Virtually Present: Lorrie Diaz, Human Resource Coordinator, John Donahue, Fire Chief and Natalia Harris, City Attorney

The Commission and staff was made aware that although Commissioner Santos was present for the meeting she was having audio difficulties connecting.

ITEM 2. APPROVAL of the Motion Summary for the Civil Service Commission meeting held July 1, 2020, as recorded and transcribed.

Motion: Vice-Chairman Coss motioned to approve the motion summary for the July 1, 2020 Civil Service Commission meeting, seconded by Chairman Rybka. This motion was approved by a 2-0 vote.

Chairman Rybka discussed that the amended did not include the motion summary for the November 6, 2019 Civil Service Commission meeting which was tabled at the July 1, 2020 meeting. He requested to amend the agenda to include the motion summary.

Motion: Chairman Rybka motioned to amend the agenda and approve the Motion Summary of the November 6, 2019 Civil Service Commission meeting, as recorded and transcribed, seconded by Vice-Chairman Coss. Motion approved by a 2-0 vote.

ITEM 3. UPDATE of the Fire Lieutenant Promotional Process

Motion: Vice-Chairman Coss moved to accept the Fire Lieutenant Promotional Process as presented, seconded by Chairman Rybka. Motion approved by a 2-0 vote.

ITEM 4. UPDATE of Fire Captain Promotional Process

Commissioner Santos was able to participate with audio via phone at 3:25 p.m.

Motion: Vice-Chairman Coss moved to accept the Fire Captain Promotional Process as presented, seconded by Chairman Rybka. Motion approved by a 3-0 vote.

ITEM 5. PUBLIC COMMENTS

There was no public comment.

ITEM 6. STAFF COMMENTS

ITEM 7. COMMITTEE COMMENTS

Chairman Rybka questioned the impact to staff with COVID-19 and budget requests for paramedic positions. Chief Donahue discussed precautions and staff quarantined. He also discussed that City Council is currently reviewing the budget and that he briefed them at the November 2 work session.

Vice-Chairman Coss provided his thanks to staff for all their work during the pandemic.

ITEM 8. ADJOURNMENT

Motion: Chairman Rybka moved to adjourn the Civil Service Commission meeting, seconded by Vice-Chairman Coss. The Civil Service Commission meeting was adjourned at 3:29 p.m.

John M. Rybka, Chairman

Elaine McCloskey, Clerk

2021 Recruitment Process
Mobile Integrated Health Care Technician (Community Paramedic)
Advanced Practice Specialist (Critical Care Paramedic)

- 1) Seek Civil Service Commission approval for recruitment process
- 2) Qualifications for Applicants
 - a. Minimum age is 18 at the time of appointment.
 - b. Possession of a high school diploma or GED.
 - c. Ohio EMT-P certification at time of application.
 - d. Must be a United States citizen or hold a permanent resident card.
- 3) The position will first be posted internally for Delaware Fire Department personnel. If an internal candidate is interested, they will be required to submit an internal application. Candidates will automatically move to Step #14.
- 4) Written Exam
 - a. To be provided by a reputable City approved professional testing service for an entry level Paramedic applicant.
 - b. Applicants shall be responsible for the full cost of the test.
 - i. Applicants meeting certain requirements may be eligible for hardship fee waiver. It is the City's sole discretion to offer and approve or deny a hardship fee waiver.
 - c. A minimum score of 70% is considered passing on the Human Relations Video component of the National Testing Network's FireTeam Test.
 - d. The Human Relations Video component score accounts for 50% of overall score.
 - e. Multiple testing dates may be available.
 - f. The City may accept test scores on a continual basis.
 - g. Up to the top 60 highest scoring candidates (and ties) will move on to the Physical Ability Test.
 - h. After the candidate is selected to move on to additional phases of the process (physical ability, oral exam, completion of background check), their written exam score will no longer be eligible for future consideration if the candidate fails to respond to the City's invitation to participate or fails to successfully complete those phases. In order to be eligible for future consideration, the candidate must retake the written test and reapply.
- 5) Physical Ability Test (PAT)
 - a. Physical Ability Test:
 1. Candidates will be required to pass all stages of the assessment.
 2. The Fire Chief will review the PAT stages annually to determine what is necessary and useful.
 3. The Fire Department will provide up to 3 practice sessions for candidates prior to the test date.
- 6) A self-background report is to be completed by candidates who have successfully passed the PAT before moving onto the Oral Panel Interview.
- 7) Oral Panel Interviews

- a. Oral Panel Interviews will be comprised of a standardized set of questions. Oral Panel Interviews will be scheduled according to department hiring needs.
 - b. Oral Panel Interview representatives will be provided appropriate training by DAS staff.
 - c. Candidates must obtain a minimum passing score of 70%.
 - d. Accounts for 50% of the candidate's overall score.
 - e. Interview panel to consist of:¹
 - i. Fire Chief or designee
 - ii. Fire Captain overseeing EMS
 - iii. Fire Fighter or Paramedic
 - iv. DAS representative
 - v. Citizen
 - f. The City will establish a pool of citizen volunteers interested in serving on the interview panel. Applicants will be screened and if deemed acceptable, placed into the pool. The City may proceed with interviews *without* the citizen panelist if one of the following occurs:
 - i. The City is unable to schedule one of the members from the interview panel pool.
 - ii. A member of the pool who has agreed to be part of the panel cancels within two weeks of the scheduled interviews.
 - iii. The City is unable to find any acceptable volunteers for the pool.
 - g. Candidates will identify during the interview process the list(s) (Full-time, Part-time or both) they are applying for. After the list is certified, the Candidate may request to be added to a list they are not currently on, provided they are currently on an existing list and only for the original remaining eligible time period.²
- 8) Ranking will be based on the candidate's written exam score and average panel interview score plus additional points for the following
- a. Educational Points³
 - i. Associate Degree = 1 point
 - ii. Bachelor's Degree = 2 points
 - iii. Master's Degree = 3 points
 - b. Military Points:
 - i. Honorable discharge, active duty or current reserve status = 1 point
(note: The educational and military points must be completed and submitted at the time of the panel interview to be included in the candidates score)
- 9) Provide initial (Full-time and Part-time) lists for certification by the Civil Service Commission. Thereafter, provide additions to the eligible lists for certification by the Civil Service Commission. Candidates who may retest are required to test in all

¹ Interviews will be scheduled as necessary to fill vacancies that exist. The City will endeavor to maintain the same panel representatives throughout each grouping of interviews in order to ensure consistency in scoring for a particular group. If a member of the interview panel is unable to attend on a particular day, interviews will proceed without that member.

² Two certified lists will be maintained, one for full-time and one for part-time employment.

³ Education points awarded for highest degree achieved only.

steps. The candidate's new score will replace the existing Certified score including failures.

- 10) Completion of Background Assessment and Waiver
- 11) Background check and BCI/FBI Fingerprinting
- 12) Completion of Fire Fighter Index (FFI) and Emotional Intelligence Index (EII)
- 13) Polygraph examination (non-medical)⁴
- 14) Interview with Fire Chief
- 15) Recommendation for hire to City Manager
- 16) Interview with the City Manager
- 17) Issuance of conditional offer of employment
- 18) Full psychological evaluation
- 19) Pension physical examination and drug screen
- 20) Swearing In Ceremony

Internal Transfers (Part-time to Full-time)

- 1) Internal part-time employees are eligible to be hired for full-time employment under the following circumstances.
 - a. Currently on the Full-time list and within the criteria of the "Rule of Ten".
 - b. Not currently on the Full-time list, but can be added to it after all the following have occurred:
 - i. Employee must submit a written request to be added to the full-time list.
 - ii. Internal candidate's original Part-Time overall score is added to the eligible list for a period of one year.
 - iii. The updated eligible list is presented to the Civil Service Commission to be certified.

Tie Breakers: Once all scores are calculated and additional points added, if two or more candidates have the same score and tie for the tenth ranking, then all candidates receiving that same score shall qualify under the "Rule of Ten" regardless of the number of candidates.

Approved by the Delaware Civil Service Commission on this _____ day of _____
2021.

John Rybka
Chairman, Civil Service Commission

⁴ Polygraph examinations may be conducted prior to a conditional offer as they do not contain medical information.