

City of Circleville



Civil Service Commission

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Matthew Tootle
Chairperson

Stacy Young
Vice-Chairperson

Amy Elsea
Member

Circleville Civil Service Commission Meeting Minutes

Tuesday, March 14, 2023 – 8:30 AM

I. Roll Call

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, March 14, 2023 by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, and Valerie Dilley, Commission Secretary. Amy Elsea, Commission Member, was absent. Guests: None

II. Approval of Agenda

Ms. Young offered a motion to approve the March 14, 2023 agenda as written. Mr. Tootle seconded the motion. Vote: All Yeas.

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – February 14, 2023

Ms. Young offered a motion to accept the February 14, 2023 meeting minutes as written. Mr. Tootle seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

None

V. Unfinished Business

None

VI. New Business

A. Certification of entry level Police Officer eligibility list

Mr. Tootle offered a motion to certify the entry level Police Officer eligibility list. Ms. Young seconded the motion. Vote: All Yeas.

B. Certification of entry level Communications Officer eligibility list

Ms. Young offered a motion to certify the entry level Communications Officer eligibility list. Mr. Tootle seconded the motion. Vote: All Yeas.

C. Request to open a testing period for entry level Police Officer and an application period for lateral transfer Police Officer

Ms. Young offered a motion to open a testing period for entry level Police Officer and an application period for lateral transfer Police Officer. Mr. Tootle seconded the motion. Vote: All Yeas.

D. Request to open a testing period for entry level Communications Officer and an application period for lateral transfer Communications Officer

Mr. Tootle offered a motion to open a testing period for entry level Communications Officer and an application period for lateral transfer Communications Officer. Ms. Young seconded the motion. Vote: All Yeas.

E. Request to add an additional background removal standard under section C.

Based on a new vendor and new recommendation guidelines used during the pre-employment process for Safety Forces, the City requests the following background removal standard be added under section C:

Applicants are removed from the process and Civil Service Commission employment eligibility list for any of the following reasons:

*C (3) If, during the post-conditional offer pre-employment process, the applicant's degree of fit is deemed **poor** based on the psychological assessment. A psychological assessment deeming the applicant as a **marginal** degree of fit will be reviewed for suitability by the Human Resources Director and Appointing Authority.*

Mr. Tootle offered a motion to add the language requested by the City. Ms. Young seconded the motion. Vote:
All Yeas.

VII. Public/Informal Time

VIII. Adjournment

Meeting adjourned at 8:38 AM