

City of North Canton

NOTICE OF PUBLIC MEETING

Notice is hereby given that:

The Civil Service Commission of the City of North Canton shall hold a Regular Meeting on Thursday, July 7, 2022 at 7:30 AM at Council Chambers, North Canton Civic Center, 845 W Maple St. North Canton, OH 44720.

See attached agenda for matters to be discussed.

Meetings are open to the public or may be livestreamed on the City of North Canton's YouTube page.

BY THE ORDER OF THE CITY OF NORTH CANTON, COUNTY OF STARK, STATE OF OHIO:

July 1, 2022
Date

Benjamin R. Young
Clerk

NORTH CANTON REGULAR MEETING
July 7, 2022, 7:30 AM
Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - 3.a Minutes from April 6, 2022
 - 3.b Minutes from May 5, 2022
- 4. New Business**
 - 4.a Certify Eligible List for Fire/EMS 1 Full-Time Entry
 - 4.b Certify Eligible List for Dispatch 1 Full-Time Entry
 - 4.c Authorization of new Police 2 (Sergeant) exam pursuant to Rule 5.05 ensuring competitiveness.
- 5. Adjourn**

NORTH CANTON CIVIL SERVICE COMMISSION
MEETING MINUTES
Monday, April 6, 2022 – 7:30 a.m.
North Canton Civic Center

Transcript of proceedings held before North Canton Civil Service Commission, taken by Undersecretary Kevin Coblentz, at the offices of North Canton City Hall, 145 North Main Street, North Canton, Ohio, on Thursday, the 6th day of April 2022, at 7:30 a.m.

Present for the meeting were: Commission member Alice Stephens, Chairman Doug Lane, Secretary Benjamin Young, Chief of Police Frank Kemp, Fire Chief John Bacon, and Fire Battalion Chief Drew Cramer.

1. Call to Order

Secretary Young called the meeting to order at 7:30 AM.

2. Roll Call

Members Lane, and Stephens responded to roll call.

3. Approval of Minutes

The commission approved the minutes from May 12, 2021, and June 29, 2021. Both sets of minutes were approved with 2 in favor and 0 opposed.

4. New Business

a. Election of Chairperson

Member Stephens made a motion to appoint Member Lane as commission chairperson. Member Lane accepted the nomination and seconded the motion. The motion carried with 2 in favor and 0 opposed.

b. Amend Civil Service Rule 4.03(a)

Secretary Young explained provided an explanation that the proposed rule change would exempt current classified employees applying for a promotional exam from completing an application and providing documentation of qualification. Instead qualifications would be assumed by virtue of current service. The amendment to rule 4.03(a) was adopted with 2 in favor and 0 opposed.

c. Amend Civil Service Rule 4.03(b)(3)

Secretary Young provided an explanation that the proposed rule change would remove the requirement that applications be notarized. Such change would allow application to be submitted online making the process easier for candidates. The amendment to rule 4.03(b)(3) was adopted with 2 in favor and 0 opposed.

d. Approval of New Civil Service Application

Secretary Young displayed the proposed new online application on screen. In addition to being online secretary young also highlighted a new option for candidates to indicate if they would like to be considered for part-time employment in addition to classified employment. Chief Bacon asked if applicants would be able to submit their certifications through this method. Secretary Young answered in the affirmative and demonstrated how applicants could submit certifications through the new online application. The proposed Civil Service Application was approved with 2 in favor and 0 opposed.

[At this point Member Howard joined the meeting.]

e. Authorization of Fire/EMS 1 Entry Exam

Secretary Young proposed holding a Fire/EMS 1 Entry exam on June 7, 2022, with two time slots at 9:00 AM and 5:00 PM. Registration for the exam would be from May 23 through June 3. There would be a fee of \$20 and individuals who applied last year may ask to have their application materials reused. The proposed Fire/EMS 1 exam was authorized with 3 in favor and 0 opposed.

f. Authorization of Dispatch 1 Entry Exam

Secretary Young proposed holding a Dispatch 1 Entry exam on June 7, 2022, with two time slots at 9:00 AM and 5:00 PM. Registration for the exam would be from May 23 through June 3. There would be a fee of \$20 and individuals who applied last year may ask to have their application materials reused. The proposed Dispatch 1 exam was authorized with 3 in favor and 0 opposed.

g. Six Month Extension for Police 1 Patrol Officer Eligible List

The Chief of Police presented a request for an extension of the Police 1 eligible list pursuant to Civil Service Rule 6.03(b). Such extension would be the first of two permissible extensions. Chief Kemp stated that there were still a number of viable candidates on the police list several of whom were currently employed part-time in the department. The Chief would prefer to maintain the list as it stands than seek new applicants. The requested extension for the Police 1 eligible list was granted with 3 in favor and 0 opposed. The new expiration date of the list is to be December 26, 2022.

h. Six Month Extension for Fire/EMS 2 Captain Eligible List

The Chief of Fire/EMS presented a request for an extension of the Fire/EMS 2 eligible list pursuant to Civil Service Rule 6.03(b). Such extension would be the first of two permissible extensions. Chief Bacon stated that the individuals currently on the list were still all those individuals eligible for promotion. As all individuals had passed the previous exam the current list should be extend rather than retest the same individuals. The requested extension for the Fire/EMS 2 eligible list was granted with 3 in favor and 0 opposed. The new expiration date of the list is to be November 8, 2022.

i. Six Month Extension for Fire/EMS 3 Battalion Chief Eligible List

The Chief of Fire/EMS presented a request for an extension of the Fire/EMS 3 eligible list pursuant to Civil Service Rule 6.03(b). Such extension would be the first of two permissible extensions. Chief Bacon stated that this request was made for substantially the same reasons as the request for extension of the Fire/EMS 2 list. The requested extension for the Fire/EMS 2 eligible list was granted with 3 in favor and 0 opposed. The new expiration date of the list is to be November 8, 2022.

5. Adjourn

With no further business the meeting was adjourned at approximately 7:46 AM.

Approved by the Commission this ____ day of _____, 2022.

Benjamin Young, Secretary

Doug Lane, Chairman

NORTH CANTON CIVIL SERVICE COMMISSION
MEETING MINUTES
Monday, May 5, 2022 – 8:00 a.m.
Via Teleconference

Transcript of proceedings held before North Canton Civil Service Commission, taken by Undersecretary Kevin Coblentz, at the offices of North Canton City Hall, 145 North Main Street, North Canton, Ohio, on Thursday, the 5th day of May 2022, at 8:00 a.m.

Present for the meeting were: Commission member Debra Howard, Chairman Doug Lane, Secretary Benjamin Young, and Chief of Police Frank Kemp.

1. Call to Order

Chairman Lane called the meeting to order at 8:00 AM.

2. Roll Call

Members Lane and Howard responded to roll call.

3. New Business

a. Sergeant's Promotional Exam

Secretary Young proposed holding a Police 2, Sergeant, promotional exam on June 28, 2022 at 2:00 PM. The proposed reference materials for the exam were department policy and procedures, the patrol officers union contract, the Ohio Revised Code, specifically Chapters 2901 through 2925 and Chapter 4511, and Ohio Rules of Criminal Procedure 1, 2, 3, 4, and 41. The proposed Police 2 exam was authorized with 2 in favor and 0 opposed.

4. Adjourn

With no further business the meeting was adjourned at approximately 8:05 AM.

Approved by the Commission this ____ day of _____, 2022.

Benjamin Young, Secretary

Doug Lane, Chairman



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CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

DATE: July 7, 2022

SUBMITTED BY: Benjamin Young, Council's Office

ITEM TYPE: Administrative Board New Business

AGENDA SECTION: New Business

SUBJECT: Certify Eligible List for Fire/EMS 1 Full-Time Entry

DESCRIPTION:

ATTACHMENTS:
[June 2022 Fire Entry Final Scores.pdf](#)
[July 2022 Fire.EMS Eligible List DRAFT.docx](#)

Applicant Name	ID	Test Score	Educational Credit	Prior Service Credit	Final Score	Date of Registration	Reading	Math	Listen
Amy Hohenberger	7	95%	20%	20%	135%	5/24/2022	100%	96%	90%
Rene Hardgrove	2	95%	5%	20%	120%	5/23/2022	100%	84%	100%
Thomas Post	5	97%	0%	0%	97%	5/23/2022	97%	100%	95%
Zachary Shier	6	81%	15%	0%	96%	6/1/2022	89%	92%	65%
Joseph Reyes	3	95%	0%	0%	95%	6/2/2022	97%	92%	95%
Casey Huff	1	84%	10%	0%	94%	5/25/2022	91%	92%	70%
Brett Winslow	9	93%	0%	0%	93%	6/1/2022	97%	96%	85%
Jenna Henkel	8	73%	0%	20%	93%	5/23/2022	86%	68%	65%
Chelsea Johnsen	4	75%	0%	0%	75%	5/24/2022	86%	64%	75%



CITY OF NORTH CANTON
CIVIL SERVICE COMMISSION

ELIGIBILITY LIST
Fire/EMS 1 Full-Time Entry
July 7, 2022

I.D. Number	Name	Test Score	Final Score
7	Amy Hohenberger	95%	135%
2	Rene Hardgrove	95%	120%
5	Thomas Post	97%	97%
6	Zachary Shier	81%	96%
3	Joseph Reyes	95%	95%
1	Casey Huff	84%	94%
8	Jenna Henkel (05/23/2022)	73%	93%
9	Brett Winslow (06/01/2022)	93%	93%
4	Chelsea Johnsen	75%	75%

This list has been certified by the Civil Service Commission of North Canton, Ohio and shall be valid until: July 7, 2023.

BY THE ORDER OF THE CIVIL SERVICE COMMISSION OF NORTH CANTON, COUNTY OF STARK, STATE OF OHIO:

Benjamin R. Young
Secretary

North Canton City Hall
145 North Main Street
North Canton, Ohio 44720
northcantonohio.gov





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CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

DATE: July 7, 2022

SUBMITTED BY: Benjamin Young, Council's Office

ITEM TYPE: Administrative Board New Business

AGENDA SECTION: New Business

SUBJECT: Certify Eligible List for Dispatch 1 Full-Time Entry

DESCRIPTION: Despite having less than 3 applicants commission staff are not recommending the use of Rule 5.05 in relation to this exam as the lack of applicants stems from the inability to find interested candidates which is unlikely to be resolved by redoing the examination. Instead, commission staff would like to research the possibility of operating examinations for dispatch, and potentially all full-time entry positions, on a more constant basis. Testing would effectively be offered year round with applicants taking the exam as they apply. If such a system can be effectively designed this would hopefully widen the capture pool for applicants by allowing job seekers to apply at any time not just within a specific testing window.

ATTACHMENTS:
[July 2022 Dispatch Eligible List DRAFT.docx](#)



CITY OF NORTH CANTON
CIVIL SERVICE COMMISSION

ELIGIBILITY LIST
Dispatch 1 Full-Time Entry
July 7, 2022

I.D. Number	Name	Test Score	Final Score
1	Holly Enos	71%	71%

This list has been certified by the Civil Service Commission of North Canton, Ohio and shall be valid until: July 7, 2022.

BY THE ORDER OF THE CIVIL SERVICE COMMISSION OF NORTH CANTON, COUNTY OF STARK, STATE OF OHIO:

Benjamin R. Young
Secretary

North Canton City Hall
145 North Main Street
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CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

DATE: July 7, 2022

SUBMITTED BY: Benjamin Young, Council's Office

ITEM TYPE: Administrative Board New Business

AGENDA SECTION: New Business

SUBJECT: Authorization of new Police 2 (Sergeant) exam pursuant to Rule 5.05 ensuring competitiveness.

DESCRIPTION: Commission staff is requesting the commission not certify an eligible list and instead authorize a new examination open to all individuals currently classified Police 1 (Patrol Officer) regardless of years of service pursuant to Civil Service Rules 5.05(a). Only one individual passed the examination of June 28, 2022 clearly below the 3 individual threshold established by Rule 5.05(a).

ATTACHMENTS:
[June 2022 Sgts Exam Final Scores.pdf](#)
[July 2022 Sgts Eligible List DRAFT.docx](#)
[Notice of 08.29.2022 Sgts Exam.docx](#)

2022 Police Sergeant

Applicant Name	Applicant ID	Test Score	Seniority Credit	Final Score	Constitution	NCPD	Union	ORC
Adam Knam	3	70%	4.60%	74.60%	80%	56%	72%	72%
Spencer Dzubara	1	64%	0.00%	64.00%	80%	48%	76%	52%
Zachary Forwalder	2	58%	0.00%	58.00%	80%	32%	56%	64%
Chad Marceric	4	57%	0.00%	57.00%	56%	48%	64%	60%
		62%			0.74	0.46	0.67	0.62



CITY OF NORTH CANTON
CIVIL SERVICE COMMISSION

ELIGIBILITY LIST
Police 2 Sergeant
 July 7, 2022

I.D. Number	Name	Test Score	Final Score
3	Adam Knam	70%	74.60%

This list has been certified by the Civil Service Commission of North Canton, Ohio and shall be valid until: July 7, 2023.

BY THE ORDER OF THE CIVIL SERVICE COMMISSION OF NORTH CANTON, COUNTY OF STARK, STATE OF OHIO:

 Benjamin R. Young
 Secretary

North Canton City Hall
 145 North Main Street
 North Canton, Ohio 44720
 northcantonohio.gov





CITY OF NORTH CANTON
CIVIL SERVICE COMMISSION

NOTICE OF EXAMINATION
Police 2 Sergeant

Notice is hereby given that a written promotional examination for the class Police 2 covering the position of Police Sergeant will be held **Monday, August 29, 2022, at 1:00 PM** in the North Canton Civic Center located at 845 West Maple Street, North Canton, Ohio 44720.

Applicants wishing to take the promotional examination must register for the examination in person with the Secretary of the Civil Service Commission at City Hall, 145 N Main Street, North Canton, Ohio 44720. The filing period begins at **8:30 AM on Monday August 1, 2022**, and ends at **4:00 PM on Friday August 19, 2022**. There shall be no application fee. Current employees do not need to complete an application or re-provide documents.

The examination is open to all current employees of the City of North Canton who currently serve in a position classified POLICE 1. Under this criteria the following full-time employees are eligible to take the examination:

- | | | |
|-------------------------|---------------------------|-----------------------------|
| Office Michael Ataya | Officer Michael Foltz | Officer Michael Mayle |
| Officer Scott Carrel | Officer Zachary Forwalder | Officer Alexis Keeton |
| Officer Spencer Dzubara | Officer Adam Knam | Officer Nicholas Kakoules |
| Officer Darren Eberling | Officer Patrick Lewis | Officer Matthew King |
| Officer Charles Maley | Officer Randolph Manse | Officer Christopher Stotler |
| Officer Chad Marceric | Officer Phillip Taylor | Officer Jacob Tate |

The passing score for this examination shall be seventy percent (70%).

A copy of the reference materials for this examination is attached to this notice.

The maximum possible salary for the position being tested for is \$76,993.28 not including shift differentials or non-wage benefits.

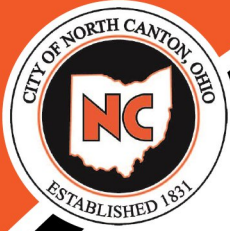
Applicants must be a certified Ohio Peace Officers.

The examination and all applicants shall be subject to the provisions of the Rules and Regulations of the North Canton Civil Service Commission.

Benjamin R. Young, Secretary
North Canton Civil Service Commission

Date





CITY OF NORTH CANTON

CIVIL SERVICE COMMISSION

Suggested Reference Materials For August 29, 2022 Police 2 Sergeant Exam

- I. North Canton Police Department Policies and Procedures Manual as of April 25, 2022.
Available from the Office of Civil Service or Office of the Chief
- II. The North Canton Ohio Patrolmen's Benevolent Association (Patrolmen) Collective Bargaining Agreement Effective January 1, 2021.
Available from the Office of Civil Service, Office of the Chief, or Union Representative.
- III. *Legal Guide for Police: Constitutional Issues*, 10th Edition
By Jeffery Walker and Craig Hemmens, Routledge Taylor and Francis Group, ISBN: 9780323322973
Reference copy on file with the Office of Civil Service
- IV. The Ohio Revised Code Chapters 2901 through 2925 inclusive, Chapter 4511, and Ohio Rules of Criminal Procedure limited to Rules 1, 2, 3, 4, and 41
Ohio Revised Code available online from codes.ohio.gov
Ohio Rules of Criminal Procedure available online from supremecourt.ohio.gov