

## Q1 What is your name and jurisdiction?

Answered: 7 Skipped: 0

#	RESPONSES	DATE
1	City of Middletown	1/8/2018 11:41 AM
2	City of Fairfield	1/3/2018 4:54 PM
3	Jessica Chaney, Village of Indian Hill	1/3/2018 1:47 PM
4	City of Mason	1/3/2018 1:42 PM
5	Larry Mullins - Springfield Township	1/3/2018 11:51 AM
6	West Chester Township	1/3/2018 11:13 AM
7	Moeller/Madeira	1/3/2018 10:07 AM

## Q2 When hiring within your Civil Service Process, what is the minimum number of applicants that must pass all parts of testing to certify a list?

Answered: 7 Skipped: 0

#	RESPONSES	DATE
1	2	1/8/2018 11:41 AM
2	We have not had this issue and I don't see it in our Civil Service Rules	1/3/2018 4:54 PM
3	The names of all candidates receiving a grade of 70 or more will be posted in the Personnel Director's office and entered on the appropriate eligible list. Up to the first ten and subsequent candidates on the list will be subjected to additional investigation and evaluation as to their suitability for employment. The Personnel Director has to certify to the appointing authority the names of the three candidates standing highest on the appropriate list. If more than one vacancy exists in the same class in the same department, the Personnel Director shall certify twice the number of names as there are vacancies.	1/3/2018 1:47 PM
4	n/a	1/3/2018 1:42 PM
5	N/A	1/3/2018 11:51 AM
6	N/A	1/3/2018 11:13 AM
7	We do not have a minimum specified	1/3/2018 10:07 AM

## Q3 If you are unable to achieve the number required, do your civil service rules offer a remedy? If they do not, what do you do?

Answered: 6 Skipped: 1

#	RESPONSES	DATE
1	Retest	1/8/2018 11:41 AM
2	N/A	1/3/2018 4:54 PM

3	Whenever the Personnel Director determines that sufficient applicants are not available to justify holding assembled examinations, he may hold any examination on a continuous basis without the requirement of a two-week public notice period.	1/3/2018 1:47 PM
4	n/a	1/3/2018 1:42 PM
5	N/A	1/3/2018 11:51 AM
6	NA	1/3/2018 10:07 AM

**Q4 If you have enough candidates to certify a list and you hire from said list, how do you continue to hire from the list without the required number of names on the certified list?**

Answered: 6 Skipped: 1

#	RESPONSES	DATE
1	Retest and merge the lists	1/8/2018 11:41 AM
2	Most of our lists, except police and fire, expire after the first hire. We have the option to use that same list for up to a year.	1/3/2018 4:54 PM
3	Each eligible list shall be valid for a period of one year. At his discretion, the Personnel Director may at that time extend any list for an additional period of not more than one additional year. The appointing authority shall select only from a certified list, and notify the Personnel Director of his selection; provided, however, that if any eligible declines or fails to appear for an interview, the appointing authority may at his discretion request additional names. If there is not enough to certify then we would have to have another examination.	1/3/2018 1:47 PM
4	n/a	1/3/2018 1:42 PM
5	N/A	1/3/2018 11:51 AM
6	Since we have no minimum, this does not apply	1/3/2018 10:07 AM

# #1

**COMPLETE**

**Collector:** Email Invitation 1 (Email)  
**Started:** Wednesday, January 03, 2018 10:05:24 AM  
**Last Modified:** Wednesday, January 03, 2018 10:06:41 AM  
**Time Spent:** 00:01:17  
**First Name:** Tom  
**Last Name:** Moeller  
**Email:** tmoeller@madeiracity.com  
**IP Address:** 76.190.87.50

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**Q1** What is your name and jurisdiction?

Moeller/Madeira

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**Q2** When hiring within your Civil Service Process, what is the minimum number of applicants that must pass all parts of testing to certify a list?

We do not have a minimum specified

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**Q3** If you are unable to achieve the number required, do your civil service rules offer a remedy? If they do not, what do you do?

NA

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**Q4** If you have enough candidates to certify a list and you hire from said list, how do you continue to hire from the list without the required number of names on the certified list?

Since we have no minimum, this does not apply

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# #2

**COMPLETE**

**Collector:** Email Invitation 1 (Email)  
**Started:** Wednesday, January 03, 2018 11:12:08 AM  
**Last Modified:** Wednesday, January 03, 2018 11:12:30 AM  
**Time Spent:** 00:00:22  
**First Name:** Patty  
**Last Name:** Tiffany  
**Email:** ptiffany@westchesteroh.org  
**Custom Data:** West Chester Twp  
**IP Address:** 216.68.226.226

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**Q1** What is your name and jurisdiction?

West Chester Township

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**Q2** When hiring within your Civil Service Process, what is the minimum number of applicants that must pass all parts of testing to certify a list?

N/A

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**Q3** If you are unable to achieve the number required, do your civil service rules offer a remedy? If they do not, what do you do?

**Respondent skipped this question**

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**Q4** If you have enough candidates to certify a list and you hire from said list, how do you continue to hire from the list without the required number of names on the certified list?

**Respondent skipped this question**

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# #3

**COMPLETE**

**Collector:** Email Invitation 1 (Email)  
**Started:** Wednesday, January 03, 2018 11:50:29 AM  
**Last Modified:** Wednesday, January 03, 2018 11:51:03 AM  
**Time Spent:** 00:00:33  
**First Name:** Sandy  
**Last Name:** Haner  
**Email:** shaner@springfieldtwp.org  
**Custom Data:** Springfield Twp  
**IP Address:** 70.61.148.147

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**Q1** What is your name and jurisdiction?

Larry Mullins - Springfield Township

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**Q2** When hiring within your Civil Service Process, what is the minimum number of applicants that must pass all parts of testing to certify a list?

N/A

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**Q3** If you are unable to achieve the number required, do your civil service rules offer a remedy? If they do not, what do you do?

N/A

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**Q4** If you have enough candidates to certify a list and you hire from said list, how do you continue to hire from the list without the required number of names on the certified list?

N/A

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# #4

**COMPLETE**

**Collector:** Email Invitation 1 (Email)  
**Started:** Wednesday, January 03, 2018 1:40:39 PM  
**Last Modified:** Wednesday, January 03, 2018 1:42:13 PM  
**Time Spent:** 00:01:34  
**First Name:** Jennifer  
**Last Name:** Heft  
**Email:** jheft@masonoh.org  
**Custom Data:** Mason  
**IP Address:** 66.161.221.162

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Page 1

**Q1** What is your name and jurisdiction?

City of Mason

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**Q2** When hiring within your Civil Service Process, what is the minimum number of applicants that must pass all parts of testing to certify a list?

n/a

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**Q3** If you are unable to achieve the number required, do your civil service rules offer a remedy? If they do not, what do you do?

n/a

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**Q4** If you have enough candidates to certify a list and you hire from said list, how do you continue to hire from the list without the required number of names on the certified list?

n/a

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## #5

**COMPLETE**

**Collector:** Email Invitation 1 (Email)  
**Started:** Wednesday, January 03, 2018 1:23:40 PM  
**Last Modified:** Wednesday, January 03, 2018 1:46:34 PM  
**Time Spent:** 00:22:54  
**First Name:** Jessica  
**Last Name:** Chaney  
**Email:** jchaney@ihill.org  
**IP Address:** 216.196.229.222

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Page 1

**Q1** What is your name and jurisdiction?

Jessica Chaney, Village of Indian Hill

**Q2** When hiring within your Civil Service Process, what is the minimum number of applicants that must pass all parts of testing to certify a list?

The names of all candidates receiving a grade of 70 or more will be posted in the Personnel Director's office and entered on the appropriate eligible list. Up to the first ten and subsequent candidates on the list will be subjected to additional investigation and evaluation as to their suitability for employment. The Personnel Director has to certify to the appointing authority the names of the three candidates standing highest on the appropriate list. If more than one vacancy exists in the same class in the same department, the Personnel Director shall certify twice the number of names as there are vacancies.

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**Q3** If you are unable to achieve the number required, do your civil service rules offer a remedy? If they do not, what do you do?

Whenever the Personnel Director determines that sufficient applicants are not available to justify holding assembled examinations, he may hold any examination on a continuous basis without the requirement of a two-week public notice period.

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**Q4** If you have enough candidates to certify a list and you hire from said list, how do you continue to hire from the list without the required number of names on the certified list?

Each eligible list shall be valid for a period of one year. At his discretion, the Personnel Director may at that time extend any list for an additional period of not more than one additional year. The appointing authority shall select only from a certified list, and notify the Personnel Director of his selection; provided, however, that if any eligible declines or fails to appear for an interview, the appointing authority may at his discretion request additional names. If there is not enough to certify then we would have to have another examination.

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# #6

**COMPLETE**

**Collector:** Email Invitation 1 (Email)  
**Started:** Wednesday, January 03, 2018 2:50:22 PM  
**Last Modified:** Wednesday, January 03, 2018 4:54:16 PM  
**Time Spent:** 02:03:53  
**First Name:** Darlene  
**Last Name:** Feldmann  
**Email:** dfeldmann@fairfield-city.org  
**Custom Data:** Fairfield  
**IP Address:** 66.161.159.94

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Page 1

**Q1** What is your name and jurisdiction?

City of Fairfield

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**Q2** When hiring within your Civil Service Process, what is the minimum number of applicants that must pass all parts of testing to certify a list?

We have not had this issue and I don't see it in our Civil Service Rules

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**Q3** If you are unable to achieve the number required, do your civil service rules offer a remedy? If they do not, what do you do?

N/A

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**Q4** If you have enough candidates to certify a list and you hire from said list, how do you continue to hire from the list without the required number of names on the certified list?

Most of our lists, except police and fire, expire after the first hire. We have the option to use that same list for up to a year.

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# #7

**COMPLETE**

**Collector:** Email Invitation 1 (Email)  
**Started:** Monday, January 08, 2018 11:39:03 AM  
**Last Modified:** Monday, January 08, 2018 11:41:12 AM  
**Time Spent:** 00:02:09  
**First Name:** Nadine  
**Last Name:** Begley  
**Email:** nadineb@cityofmiddletown.org  
**IP Address:** 66.161.177.194

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Page 1

**Q1** What is your name and jurisdiction?

City of Middletown

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**Q2** When hiring within your Civil Service Process, what is the minimum number of applicants that must pass all parts of testing to certify a list?

2

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**Q3** If you are unable to achieve the number required, do your civil service rules offer a remedy? If they do not, what do you do?

Retest

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**Q4** If you have enough candidates to certify a list and you hire from said list, how do you continue to hire from the list without the required number of names on the certified list?

Retest and merge the lists

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