



CITY OF LIMA, OHIO

CIVIL SERVICE BOARD

202 E. HIGH STREET – 2ND FLOOR
LIMA, OHIO 45801
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ANNUAL REPORT

LIMA CIVIL SERVICE BOARD

2023

To: Sharetta Smith, Mayor
Lima City Council

Pursuant to the Rules and Regulations of the Lima Civil Service Board and the Lima City Charter, the Lima Civil Service Board hereby submits the following Annual Report for the calendar year 2023.

BOARD PERSONNEL

At the commencement of the year 2023, the personnel of the Board were as follows:

Pilate Bradley, Jr., Member and President, term expires December 31, 2025
Byron Selden, Member, term expires December 31, 2023
Mark Mullenhour, Member, term expires December 31, 2024
Debra S. Vobbe, Secretary

Mr. Selden was appointed by Lima City Council to a 3-year term beginning January 1, 2024 and expiring December 31, 2026.

Ms. Vobbe was appointed by Lima City Council to Director effective November 1, 2023.

MEETINGS

The Lima Civil Service Board conducted thirteen (13) meetings of record during the calendar year, being both late afternoon and evening meetings. The same were held pursuant to agenda and reduced to writing and duly entered as official meetings of the Board in the minute book of the Board.

Of the meetings of record conducted by the Board, such meetings were for the purpose of scheduling both oral and written examinations for entrance-level positions within the City of Lima, Ohio, as well as for the purpose of promotional examinations for current city employees and matters relating to job and pay classifications, rule interpretations, appeals, and such other necessary and required business of the Board as directed by the City Charter.

Regular and special meetings of the Board were conducted at the City Council Chambers, 50 Town Square, Lima, OH.

COMMUNITY OUTREACH/PUBLIC CONTACT

In excess of six-hundred fifty (650) individuals, being either city employees, city officials, applicants for written, oral, and non-competitive examinations, and other interested persons appeared before the Board relative to matters within the jurisdiction of the Board. Many other persons of the general public and city personnel and those interested in city government have contacted the Director of the Board as well as Board Members on practically a daily basis, requesting civil service information, instruction, etc.

Informational workshops were scheduled throughout the community to provide information to interested individuals on employment matters with the City of Lima. The Director of the Board, with the Director of Human Resources, held workshops at the Lima Public Library and Ohio Means Jobs. Information available to the community included the application process, civil service exams, and test taking strategies.

REINSTATEMENTS

Two (2) requests for reinstatement were received and heard by the Board as follows:

POSITION	DEPARTMENT	REINSTATEMENT REQUEST	BOARD DECISION
Casey Stidham	Public Works	Request to be reinstated to Construction & Maintenance I	Approved 8/3/2023
Adam Pohlman	Public Works	Request to be reinstated to Construction & Maintenance I	Approved 10/5/2023

CIVIL SERVICE BOARD RULES AND REGULATIONS AMENDED

One (1) Civil Service Board Rule and Regulation was amended as follows:

RULE	RULE TITLE
Rule 5, Section 8	Conducting of Examinations

EXAMINATIONS

OPEN AND COMPETITIVE EXAMINATIONS

Announcements were posted for the administration of 12 twelve (12) open and competitive examinations in 2023 and twelve (12) open and competitive examinations were administered. The following does not include the examination for seasonal or recreational positions, nor for temporary employment.

Examination Title	Examination Date	# Applicants	Did Not Appear For Examination	Failed Examination	Passed Examination	Certified to Eligible List
Park Ranger	1/21/2023	13	4	1	8	8
Firefighter	2/18/2023	54	9	4	41	41
Utility Field Services	3/25/2023	24	5	2	17	17
Construction & Maintenance Worker I	3/25/2023	24	5	2	17	17
Garage Mechanic	6/10/2023	1	1	N/A	N/A	0
Cashier	8/26/2023	102	46	34	22	22
Housing Loan Originator	9/16/2023	6	3	0	3	3
Utilities Admin Office Manager	10/28/2023	25	10	5	10	10
Grant Systems Specialist	12/9/2023	8	3	1	4	4

National Testing Network Continuous Competitive Exams	Applicants	Did Not Appear For Exam	Passed Exam – No Application Received	Failed Exam	Certified to Eligible List
Communications Operator	17	13	0	1	3
Park Ranger	37	18	1	4	14
Police Officer	28	6	3	2	17

NON-COMPETITIVE EXAMINATIONS

Seven (7) open and non-competitive examinations were conducted in 2023.

Position	Deadline	Applicants	Not Qualified	Certified to Eligible List
Building Inspector	January 6, 2023	2	0	2
WWT Total Plant Operator	June 9, 2023	11	10	1
Assistant City Engineer	June 9, 2023	3	1	2
Electrical Inspector	August 11, 2023	5	2	3
Utilities Security Officer	August 25, 2023	11	9	2
Stormwater Program Manager	October 6, 2023	1	0	1
GIS Administrative Technician	November 17, 2023	19	10	9

PROMOTIONAL EXAMINATIONS

Seven (7) competitive promotional examinations were conducted in 2023.

Position	Examination Date	Applicants	Not Eligible	Failed	Certified to Eligible List
Customer Service Office Supervisor	May 3, 2023	16	10	0	6
Water Treatment Foreman	August 17, 2023	1	0	0	1
Utilities Administration Office Manager	August 19, 2023	3	1 (Withdrew)	0	2
Street Sign & Marking Supervisor	September 30, 2023	6	1 (Did Not Appear for Exam)	1	4
LFD Deputy Chief	September 11, 2023	3	1 (Left from Exam)	0	2
LFD Captain	September 11, 2023	5	1 (Did Not Appear for Exam)	0	4
LFD Lieutenant	September 11, 2023	15	1 (Did Not Appear for Exam)	2	12

Notices for each of the above examinations given for the establishment of eligible lists for positions as indicated above were announced and advertised in accordance with the requirements of the of the Lima City Charter and the Rules and Regulations of the Lima Civil Service Board through the local news media, certain state and trade periodicals, various internet web sites, and within city areas and public places.

APPOINTMENTS

A total of forty-eight (48) announcements for either original employment or promotional advancement were received by the Board from the Administration of the City of Lima, Ohio, as follows:

POSITION	NUMBER OF APPOINTMENTS
Assistant Building Administrator	1
Assistant City Engineer	1
Building Inspector	1
Cashier	1
Civil Engineer II	1
Communications Operator	1
Computer Programmer Operator	1
Construction & Maintenance I	6
Construction & Maintenance II	1
Customer Service Specialist	1
Customer Service Field Specialist	1
Customer Service Supervisor	1
Fire Captain	1
Fire Lieutenant	1
Firefighter	9
Housing Loan Originator	1
Park Ranger	1
Police Lieutenant	1
Police Officer	1
Police Sergeant	2
Service Maintenance Mechanic	1
Street Sign Technician	1
Street Signs & Marking Supervisor	1
Utilities Administration Office Manager	1
Utilities Security Officer	1
Utility Field Service Learner	5
Utility Field Services Technology Specialist	1
Waste Water Treatment Maintenance Mechanic	1
Wastewater Treatment Plant TPO (Applier)	1
Water Treatment Foreman Person	1

The Lima Civil Service Board requires oral and/or written examinations of every applicant for original appointment to the classified service of the City. Physical examination and background investigation of original appointees may also be conducted as required by the appointing authority.

FINANCES

The following expenditures were chargeable to the Board for the calendar year through December 31, 2023, excluding salaries and benefits:

CATEGORY	EXPENSE
Phone Service/Toll	
Office/Computer Supplies	
Computer Equipment	317.00
IT Support Services	4,149.00
Service Contracts	449.00
Testing & Exams	13,444.00
Legal Advertising	20,321.00
Postage	1.00
All Other Expenses	
TOTAL EXPENSES	38,681.00

The total cost to the City of Lima for Civil Service Board operation, exclusive of salaries and benefits, was \$38,681.00 as of December 31, 2023.

RECORDS

The records and files of the Board are located at the office of the Secretary, RTA Building, Second Floor, 202 E. High Street, Lima, Ohio.

Respectfully submitted,

By: 
Debra S. Vobbe, Director/Secretary