



# DAYTON

## Civil Service Board



# Mission Statement

To provide independent, equitable, and impartial employment services, based on merit and fitness, for the City of Dayton, Dayton Public Schools and to our community with a continuous commitment to deliver these services utilizing the highest levels of integrity, respect and teamwork on behalf of the Civil Service Board.



# About the Board

- The Ohio Constitution, Article XV, Section 10, Chapter 124 embodies Ohio's Civil Service Laws
- The Civil Service Board was established under Section 93 of the City of Dayton Charter in 1914
  - The 3-member Board is appointed by the City Commission and serves a 6-year term
- The purpose of the Civil Service Board is to comply with Section 96 of the Charter providing for appointment and employment in all positions in the classified service which falls into three primary classes:
  - **Competitive:** indicates that a testing procedure is conducted to determine the most eligible candidate
  - **Noncompetitive:** candidates' credentials are reviewed evaluating education and experience
  - **Labor:** entry level skills for which a test may or may not be necessary
- Unclassified service consists of those positions defined in Section 95 of the City Charter, and is beyond the scope of these rules





# Civil Service Selection Process

1. Job Openings posted online ([jobs.daytonohio.gov](http://jobs.daytonohio.gov))
2. Applications reviewed based on minimum qualifications as outlined in their respective job descriptions
  - Applications are accepted without regard to age, gender, disability, race, ethnic background or citizenship.
3. Examinations for competitive positions are developed and administered by Civil Service staff for both the City of Dayton and non-teaching personnel at Dayton Public Schools in conjunction with the departments and their essential functions (exception for Police & Fire)



## Employment Opportunities

**Welcome to the City of Dayton Online  
Employment Center!**

Our employment center is where you may view and apply for open jobs and express interest in future job openings with:

- City of Dayton
- Dayton Public Schools

**[jobs.daytonohio.gov](http://jobs.daytonohio.gov)**



# Civil Service Selection Process - continued

4. Competitive positions: eligible lists comprise candidates who have successfully passed the testing component(s)
  - » **Promotional:** This recruitment type is only available to current employees as outlined in the exam announcement.
  - » **Open Competitive:** This recruitment type is open to the public and all current employees.
  - » Hiring for all Competitive positions are processed and filled based on the Rule of One
5. Noncompetitive: classifications of this type include professional, technical and supervisory positions. This job type is non-tested.
6. Part-Time Permanent: this recruitment type is open to the public. Positions in this class generally work a 35 hours per week and do not have the same benefits as those full-time permanent employees.



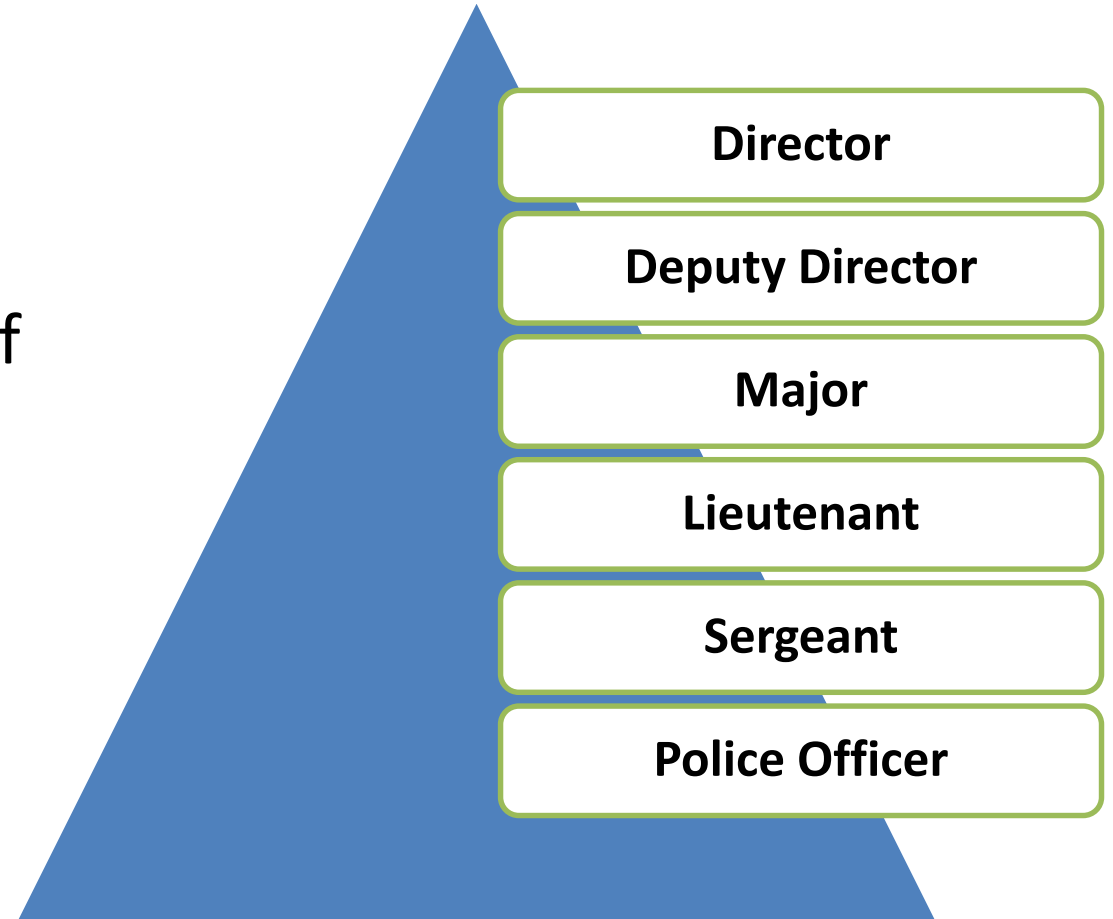
# Promotional Opportunities

- Unclassified Appointments

- Director - Chief of Police
- Deputy Director - Assistant Chief
- Major

- Classified Appointments

- Lieutenant
- Sergeant



# Promotional Opportunities - continued

- Civil Service is only responsible for the development and administration of promotional examinations for the classified positions of Sergeant and Lieutenant
- This authority is granted by Article 13 of the Collective Bargaining Agreements (CBA) between the City of Dayton and the Fraternal Order of Police
  - Officer's Unit CBA
  - Supervisor's Unit CBA
- All promotions to the classified positions shall come from within the Police Department
- Promotions shall occur in the following order:
  - Police Officer to Sergeant
  - Sergeant to Lieutenant



# Promotional Opportunities - continued

## ○ Sergeant Promotional Criteria

- At least 5 years as a Dayton Police Officer
- Written Exam
- Educational Points
  - 1 point for Associate's degree
  - 3 points for Bachelor's degree
  - 5 points for Post Graduate degree
- Service Points
  - 1 point for each year of service starting at year 3

Table for Examinations for Rank of Sergeant				
Educational Level displayed by level of Degree Earned				
POLICE SENIORITY	SERVICE POINTS	ASSOCIATE DEGREE	BACHELOR DEGREE	POST-GRADUATE DEGREE
		1.0	3.0	5.0
2 Years	N/A	N/A	N/A	N/A
3 Years	N/A	N/A	N/A	N/A
4 Years	N/A	N/A	N/A	N/A
5 Years	3.0	4.0	6.0	8.0
6 Years	4.0	5.0	7.0	9.0
7 Years	5.0	6.0	8.0	10.0
8 Years	6.0	7.0	9.0	10.0
9 Years	7.0	8.0	9.0	10.0
10 Years	8.0	8.0	9.0	10.0

Points for time in grade beyond ten (10) years coincides with the schedule for Year Ten (10).





# Promotional Opportunities - continued

## ○ Lieutenant Promotional Criteria

- At least 2 years as a Dayton Sergeant
- Written Exam
- Educational Points
  - 1 point for Associate's degree
  - 3 points for Bachelor's degree
  - 5 points for Post Graduate degree
- Service Points
  - 1 point for each year of supervisory service starting at year 2

Table for Examinations for Ranks <i>Above</i> Sergeant				
Educational Level displayed by level of Degree Earned				
TIME IN GRADE	SERVICE POINTS	ASSOCIATE DEGREE	BACHELOR DEGREE	POST-GRADUATE DEGREE
		1.0	3.0	5.0
1 Year	N/A	N/A	N/A	N/A
2 Years	1.0	2.0	4.0	6.0
3 Years	2.0	3.0	5.0	7.0
4 Years	3.0	4.0	6.0	8.0
5 Years	4.0	5.0	7.0	9.0
6 Years	5.0	6.0	8.0	10.0
7 Years	6.0	7.0	9.0	10.0
8 Years	7.0	8.0	9.0	10.0
9 Years	8.0	8.0	9.0	10.0

Points for time in grade beyond nine (9) years coincides with the schedule for Year Nine (9).



# Contacts

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