

# Civil Service Commission Appointment Questionnaire



Thank you for your interest in serving on the City of Hamilton’s Civil Service Commission. To qualify for an appointment to the Civil Service Commission, you must be a resident of the City of Hamilton and not hold any public office or public employment. Please see full description of who is able to serve on the Commission attached to this form. Please provide information to be used when considering your appointment by completing the questions below. Also, you are welcome to attach additional information which may further support your appointment.

**NOTE:** The Civil Service Commission routinely meets during regular weekday work hours (daytime). Please consider your availability for these daytime meetings when submitting your application.

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Years as Resident: \_\_\_\_\_

What City committee(s) are you serving on, if any? \_\_\_\_\_

Are you a registered voter?  Yes  No

Political Party Affiliation (required):  Republican  Democrat  Other: \_\_\_\_\_

Why are you interested in serving on the Civil Service Commission?

\_\_\_\_\_  
\_\_\_\_\_

Qualifications for serving on this commission:

\_\_\_\_\_  
\_\_\_\_\_

Other community involvement:

\_\_\_\_\_  
\_\_\_\_\_

Occupation/Employer:

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please email this form to the City Clerk, Nicholas Garuckas, at [nick.garuckas@hamilton-oh.gov](mailto:nick.garuckas@hamilton-oh.gov) or send it via U.S. mail to:

Office of the City Clerk  
City of Hamilton  
345 High Street, 7th Floor  
Hamilton, Ohio 45011

*Please be advised that the following information will be used to determine eligibility in consideration of a potential appointment to the City of Hamilton's Civil Service Commission. Further, such information may be deemed a public record and may be disseminated where appropriate. In consideration of each applicant, the selection committee, Civil Service Commission and Human Resources Department shall abide by all laws of the State of Ohio and the City of Hamilton.*

# CHARTER OF THE CITY OF HAMILTON OHIO:

## ARTICLE X

### DEPARTMENT OF CIVIL SERVICE

#### 10.01 Civil Service Commission

There shall be a department of Civil Service governed by a Civil Service Commission of three members. The City Council shall appoint two Commissioners by a vote of at least five members of the Council. Such appointments shall be made to commence on January 1, 2011. One of such members shall serve for a term of three years and one shall serve for a term of two years. Thereafter members that are appointed by the Council shall serve for three year terms. The Board of Education of the City School District shall appoint one member to serve for a term of one year. Thereafter the Board of Education's appointment shall be for a term of three years. If the Board of Education shall fail to make any such appointment within thirty days after the happening of a vacancy, the City Council shall fill the vacancy by appointment. Civil Service Commissioners shall serve without pay.

(A) No person shall be appointed as a Civil Service Commissioner who is not a resident of the City or who holds any public office or public employment other than a member of the organized militia or a teacher in the public schools or in an institution of higher education and learning. The Council shall not appoint any person as a Civil Service Commissioner who is a member of or affiliated with the same political party as another person appointed by the Council, to such Commission and then serving, not counting persons appointed by reason of the failure of the Board of Education to appoint.

(B) Any member of the Civil Service Commission shall be deemed to have resigned who at any time ceases to possess the qualifications to hold office, or who is absent continuously from the City, or from meetings of the Civil Service Commission for as long as six months. The body having to appoint the successor of any Civil Service Commissioner may by a vote of the members thereof at any time vacate the appointment of such member and may fill the vacancy by appointing a successor.

(C) The Civil Service Commission shall meet at least five times each year, at times and places appointed by it, and not more than ninety days shall elapse between any two meetings. Two members shall be a quorum to do business. The Commission shall choose its own chairman and vice-chairman, but no Commissioner shall hold either such office for more than three years in any period of five consecutive years. Every action of the Commission, except adjournment in the absence of a quorum, shall require the concurrence of two members, and shall be entered in an official record. The Civil Service Commission shall adopt rules of order for its own meetings as it may deem necessary.

(D) The Civil Service Commission shall appoint and may remove the Director of Civil Service, who shall be the administrative officer of the Department of Civil Service and the personnel officer of the City. Before his or her appointment, his or her qualification shall be ascertained by an examination conducted by a special examining committee, which examination shall relate to personnel selection and administration, and may be either competitive, or noncompetitive, as the Commission shall determine. The Commission may by unanimous vote appoint or retain as Director of Civil Service a person residing in the City of Hamilton, Ohio. The Director of Civil Service shall not hold any other office or employment in the service of the City. He or she shall appoint and may lay off, suspend, or remove such examiners, clerks, and other employees as may be necessary in the work of the Department, except that the Commission shall appoint examiners for the Director of Civil Service.