



SHAKER HEIGHTS

Civil Service Commission Agenda Via Zoom Due to COVID-19 Public Health Emergency Tuesday, April 20, 2021 at 2:00 p.m.

For the safety of staff and residents, in-person attendance is not permitted. Join the Zoom meeting as a viewer or listener from a PC, Mac, iPad, iPhone or Android device at <https://zoom.us/j/94307387355?pwd=OFQxbzl6MUFycHFNSUhMUFAzenYxZz09>, Password: 33553400; Description: Civil Service Commission Meeting; or join by phone at 833-548-0282 (toll free); Webinar ID: **943 0738 7355**; Password: 33553400. **International numbers available at <https://zoom.us/u/adgwiXW3sq>. The audio of the meeting will be available the following day on the City's [website](#).**

SPECIAL MEETING

1. Approval of January 22, 2021 meeting minutes.

Documents:

[CSC MINUTES 012221.PDF](#)

2. Discussion of Police lateral-entry examination results.
3. Approval of passing grade for Police lateral-entry examination results.

Documents:

[CIVIL SERVICE COMMISSION MEMO 4-20-21.PDF](#)

4. Approval of Police eligibility list.
5. Certification of a list of the top 20 names.

To request an accommodation for a person with a disability, call the City's ADA Coordinator at 216-491-1440, or Ohio Relay Service at 711 for TTY users.



**Civil Service Commission Minutes
Friday, January 22, 2021 at 3:00 P.M.
Via Teleconference - Zoom**

Members Present: Sandra I. Kiely, Chairperson
Ronald Fountain, Commissioner
Lee Trotter, Commissioner
Sandra Middleton, Secretary

Others Present: Jeri E. Chaikin, CAO
William Ondrey Gruber, Director of Law
Jeffrey DeMuth, Police Chief
Patrick Sweeney, Fire Chief
James Heath, Assistant Fire Chief
Patricia McCreary, Human Resources Senior Administrative Assistant

The meeting was called to order by Chairperson Sandra Kiely at 3:00 p.m.

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Approval of the January 7, 2021 Meeting Minutes

Chairperson Kiely asked if there was a motion to approve the January 7, 2021, meeting minutes moved by Commissioner Fountain and second by Commissioner Trotter and minutes were approved.

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Overview & Discussion of Fire Entry-Level Process (Exhibit A - Expired Eligibility List & Exhibit B - Comparison)

Chief Patrick Sweeney shared Exhibit A – Expired Eligibility List and a copy of the last test given October of 2017. Chief Sweeney stated the past turnout received 138 applications with 118 candidates taking the test and six firefighters hired, but that Civil Service certified list of the top hundred will be expiring. The first candidate was hired back in July 2018 with the most recent one February 2020. Chief Sweeney mentioned they had to handle this a little differently due to the expiration of the Eligibility List soon and extended two conditional offers of employment back in 2019 to Leroy Piper who ranked 34 and will be coming from the City of Cleveland and Sebastian Zlotkowski who ranked number 41 will be coming from City of Warren and both accepted. Chief Sweeney mentioned that Battalion Chief Frank Zupan and Firefighter Timothy Wolf will be retiring in May of this year and will need an eligibility list to pull from.

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CITY OF SHAKER HEIGHTS

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Recommendation for testing company for fire Entry-Level Process

Chief Sweeney discussed Exhibit B – Comparison and would like to identify the testing process now with the approval of Civil Service. Chief Sweeney mentioned starting with a recruitment effort and marketing effort to reach out to people who are interested in taking our test. In the past, we have had success going to Fire schools, Paramedic schools and material placed on social media. Chief Sweeney stated historically, we have always used IPMA (International Public Management Association) to give the written examinations and have had lots of success with them. IPMA does not have the option to do remotely. Chief Sweeney mentioned we would have to consult with the Cuyahoga County Board of Health and would have to identify a testing location with the schools and thinking out of the box, and maybe the Fire Department apparatus where we could bring enough people in to keep them spaced out. Chief Sweeney recommending B-Pad it is not the traditional way. You would be testing an individual's reading comprehension, interpreting tables, situational judgment, logical, mathematical reasoning, abilities, and mechanical aptitudes. Chief Sweeney is asking that the Civil Service Commission approved two testing companies, two testing methods, the on-line the pad version and IPMA traditional testing.

Commissioner Kiely asked is it a timing issue. Chief Sweeney replied yes! Commissioner Kiely mentioned you have not indicated what, when you think you will be doing the testing. Chief stated we could move forward with one of these options, and would envision us getting with Communications and Marketing, drawing up some marketing material for our Fire Department and looking to schedule a test in March and April. Assistant Fire Chief James Health agreed with Chief Sweeney.

Human Resources Director Sandra Middleton mentioned that Civil Service Commission approve the process for Police and there is an immediate need in the Police Department that there are numerous vacancies. Ms. Middleton mentioned marketing is going to be a little challenging because historically word of mouth has been our best marketing tool both in Police and Fire. Ms. Middleton mentioned that she and Sergeant Tim Grafton have been working on using decals that goes on the car, we are hiring, join us, be a part of us. Commissioner Trotter asked what we have been doing to prepare, to meet our social commitments on making certain that our pools are deep enough so that we can get diversity moving forward. Chief Sweeney replied the cities willingness to kind of step out of the hiring box with the most recent conditional offer that we have on the table right now, we reached what we think is going to be a good minority candidate coming into the department and conditional offer of employment over a year out of an hire of an individual who did not have any fire experience at all, give him an opportunity to go to fire training academy on his own. Chief Sweeney stated if he passed it we would bring you on reimburse him when he gets hires and will bring you on at a higher pay rate.

Commissioner Ronald Fountain replied the schools being limited or shut down in some cases, I think that makes perfectly good sense. It is logical, but I think your word of mouth is probably not nearly as diminished as you think it is. I think that source is personal interaction and the people who you are going to ask inside the department to look for, recommendations and to send referrals. I don't know what the numbers would be, but I have never known what the numbers were, but my suspicion is that still going to be a pretty good source for you. And it is the friendliest and the quickest and suspect it is the best qualify. Ms. Middleton replied we don't know until we get down a little further down the road like the Fire schools, and paramedic schools doing things virtually where before we would get face time in the classroom or they are virtual, just a little extra steps we may have to take to get that done. Commissioner Fountain mentioned fact time recommendations or referrals from people, you know your firearm, firemen and other departments and I think that should be still a good source. Chief Sweeney replied we are not going to rush the process to get the test going.

Commissioner Kiely asked are there any other questions of Chief Sweeney? If not, we have a request that we approve two testing companies with the understanding, obviously that only one will be used. It will be dependent obviously on our ability to get back into a more normal routine. Commissioner Kiely asked we have a request to both approve the B-Pad Group and also IPMA and they are listed on Exhibit D obviously B-Pad is a lot more expensive, but that is not the reason why we are choosing to do it one way or the other. It is really more of an ability. Commissioner Fountain made a recommendation that we approve that recommendation and Commissioner Lee Trotter second and recommendations have been approved. Chief Sweeney replied thank you very much and appreciate the flexibility. Commissioner Kiely replied we hoping for the best. Commissioner Kiely asked Ms. Middleton is there anything else on our agenda aside from setting the next meeting date? Ms. Middleton replied no. And ask if we can hold off setting the next meeting date because the next meeting will be dedicated to going over, the Civil Service Rules and Director of Law William Gruber and I need to still work on that. Commissioner Kiely replied okay. If there is nothing else on the agenda. Commissioner Trotter asked when we would get a copy of the Civil Service Rules. Ms. Middleton replied there was a page number issues and I will need to review them one more time and we will get that out ahead of the meeting and will tell you what particular sessions we will be talking about during the meeting. Commissioner Trotter replied that would be helpful. Commissioner Kiely replied okay and we expect it in the next few weeks. Ms. Middleton replied yes.

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Schedule next meeting date and time

Commissioner Kiely closed the meeting with and thank you so much and good luck. We are hoping that you have great success in hiring testing and hiring fire.

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There being no further business, the meeting was adjourned at 3:45pm. The next meeting will be expected in a few weeks.

Sandra J. Middleton, Secretary
Civil Service Commission



Memorandum

To: Members of Civil Service Commission
From: Sandra Middleton, Director of Human Resources
cc: Mayor David E. Weiss
Chief Administrative Officer Jeri E. Chaikin
Date: April 20, 2021
Re: Approval of passing grade and eligibility list for Police lateral-entry examination

At the January 7, 2021, the Commission approved the testing company for a Police lateral-entry process. On March 15, we began accepting applications for the Police lateral-entry process. The deadline to submit applications was March 28. During the two-week acceptance period, we received 119 applications.

The requirements for submitting an application were:

- Must be currently employed as a Law Enforcement Officer or be enrolled in a police academy
- Must be a US citizen
- Must be 21 years of age
- Possess a high school diploma or GED
- Have valid Ohio driver's license.

As an additional incentive, the City offered a \$4,000 signing bonus and a \$500 employee referral bonus.

The scenario video-based examination was emailed to the 119 applicants on March 29 with a deadline of April 4 to complete the approximately 30 minute examination. One hundred and eight applicants completed the examination by the deadline.

The examination score results range from 100% to 53.125%. We are asking the Civil Service Commission to set the passing grade at 70%. A 70% passing grade will place 78% of the test takers on the eligibility list.

We are asking the Civil Service Commission to approve the Police lateral-entry eligibility list that includes all test takers scoring 70% or above on the examination and certify the top 20 names.