



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: January 5, 2021
Re: January 7, 2021 Meeting

At the scheduled meeting on January 7, 2021, the Commission will be asked to approve the minutes from the November 23, 2020 meeting.

According to Civil Service Rules - **Section 6.1 Eligible Lists, Duration**

The Commission shall maintain or will establish a list of eligibles in each class in the classified service for which examinations are given. Each list shall remain in force for six (6) months from the date of its promulgation unless a new examination is held sooner; each list shall automatically renew every six months for a total of up to two years in force, unless the Commission takes action to the contrary.

A Police Entry-level Eligibility List was certified on September 23, 2019. This list contains 32 individuals who passed the entry-level examination. The City has hired six off the 2019 eligibility list and have vetted all remaining applicants on the list, The City is confident that the current list will not yield any additional hires. The City will request that the Commission cancel the existing list prior to its expiration of 9/23/2021.

The City will give an overview of past examination processes and the outcomes achieved over the past 13 years. The City will discuss the challenges faced by the Shaker Heights Police Department in retaining well- trained Officers and staying competitive and attractive in this environment of civil unrest and demands for police reform. The City will discuss the many attributes of being a Shaker Heights Police Officer that will be highlighted in our recruitment campaign such as working for an accredited organization, the wealth of training officers receive, the culture of the department, the education and fitness incentives and career development bonus. The City will provide an overview on the need to change the requirements to apply for this test to include all applicants must currently be employed with a law enforcement agency or be enrolled in a police officer academy.

The City will discuss the impact on the hiring process due to the pandemic. The stay at home advisory makes it impossible to utilize the Structured Interview Process that the City has used for testing in the past. The City will make a recommendation to use BPAD (Behavioral Personnel Assessment Device) as the testing company. The City has successfully utilized this company in the past for lateral entrance.

At the November 23 meeting, the Commission tabled the vote to designate a Chair until all members were present. The Commission will be asked to move to designate a chair for 2021.