

AGENDA FOR REGULAR MEETING OF
LAKEWOOD CIVIL SERVICE COMMISSION
LAKEWOOD CITY HALL AUDITORIUM
12650 DETROIT AVENUE
THURSDAY, APRIL 9, 2020 at 12:30 p.m. ***

PLEASE POST

Under the orders of the Governor and Director of Health of Ohio, Lakewood Civil Service Commission will meet remotely until further notice.

The April 9, 2020 Regular Meeting may be accessed by the public via the following information: Please join my meeting from your computer, tablet or smartphone. <https://global.gotomeeting.com/join/698802165>. You can also dial in using your phone. United States (Toll Free): 1 866 899 4679 Access Code 698-802-165

The public is invited to participate in the remote online meeting any public comment or questions may be submitted by 12:00 p.m. on April 8, 2020 via email to civilservice@lakewoodoh.net.

- I. Roll Call
- II. Reading and disposal of the minutes from the regular meeting held February 13, 2020.
- III. Old Business. Nomination of a president for 2020.
- IV. New Business.
 1. Request to hold non-competitive examinations for the positions of Project Manager, Public Works and Division Manager, Streets and Forestry.
 2. Request for an additional Project Manager non-competitive examination for an anticipated vacancy.
- V. Adjournment.

**** PLEASE NOTE THE CHANGE IN TIME FOR THE MEETING

DRAFT
Meeting of the Lakewood Civil Service Commission
Held in Law Department's Conference Room
Municipal Building
12650 Detroit Avenue
February 13, 2020, 5:00 p.m.

Meeting called to order at 5:00 p.m.

Present: Commissioners, Ken Kowalski, Maria Shinn and secretary, Jeannine Petrus

Also present: Jen Swallow, Asst. Law Director, Chief Malley, Jean Yousefi, Capt. Wilkins, Fire Marshal Fairbanks, Ryan Watson and Scott Koehler

Reading and disposal of the minutes from the regular meeting held on January 9, 2020.

Motion by Mr. Kowalski second by Ms. Shinn to approve the minutes of the regular meeting on January 9, 2020 without the necessity of a reading.

Ayes: 2 Nays: 0

New Business:

1. Request to conduct an examination and recommendations for the Promotional examination for the position of Fire Captain.

Mrs. Petrus explained the examination processes and the need to hold this exam since the current eligible list will expire in June of 2020.

Motion by Ms. Shinn second by Mr. Kowalski to approve the request and recommendations for a written examination weighted at 50% for the position of Captain, Division of Fire with a minimum score of 75%. The written examination will be developed based on the attached reference list submitted by Chief Dunphy. Those applicants that achieve the minimum score on the written examination will be scheduled for an Assessment Center weighted at 50%. Minimum passing score on the Assessment center will be 75%. Completion of Fire Officer 1 and ICS 100, 200, 700 and 800 shall be required to take the exam. Those applicants who pass both components will have seniority credit added according to Section 702D of the Civil Service rules and regulations and be placed on the eligible list. Review period for the written examination will be for 5 days, not including Saturdays, Sundays and holidays, commencing as soon as practical after the written examination and stated in the posting. For those candidates with the same total score, placement on the eligible list will be according to Section 503 of the Civil Service Rules and Regulations. The above examination will be conducted in accordance with Articles 4, 5, and 7 of the Civil Service rules and regulations.

Ayes: 2 Nays: 0

2. Request to disqualify 1 candidate from the Patrol Officer eligible list.

Chief Malley explained the request and went over the reasoning for the disqualification based on the polygraph results.

Motion by Mr. Kowalski second by Ms. Shinn to approve the disqualification of Nicholas

Cistone in accordance with Article 5, Section 505(A) of the City of Lakewood Civil Service Rules and Regulations.

Ayes: 2 Nays: 0

3. Request to remove 3 candidates from the Patrol Officer eligible list

Chief Malley spoke to the commissioners regarding having no intent to hire these candidates. No reason to disqualify them but just someone that he did not feel was a good fit for our police department.

Motion by Ms. Shinn second by Mr. Kowalski to remove Alycia Kopronica, Benjamin Weisbrod and Cody Frey from the Patrol Officer eligible list in accordance with Article 6, Section 601 (G) of the Civil Service rules and Regulations.

Ayes: 2 Nays: 0

4. Non-competitive examination for the position of City Planner 1

Motion by Ms. Shinn second by Mr. Kowalski to enter executive session to conduct the non-competitive examination.

Kowalski: yes

Shinn: yes

We are now out of executive session.

Motion by Ms. Shinn second by Mr. Kowalski to certify the list for the position of City Planner I to be in effect for 1 year in accordance with Article 5 of the Civil Service Rules and Regulations.

Ayes: 2 Nays: 0

Motion by Ms. Shinn second by Mr. Kowalski to adjourn the meeting.

Meeting adjourned at 6:22 p.m.

Date

President

Secretary



12650 DETROIT AVENUE • 44107 • 216/529-6613 • FAX 216/529-5669
Website: www.onelakewood.com

Jean M. Yousefi, SPHR
Director of Human Resources

February 18, 2019

Civil Service Commission:

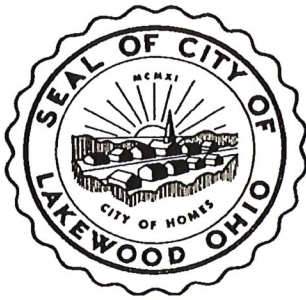
Please accept this letter requesting non-competitive examinations for the positions of Project Manager, Public Works and Division Manager for Streets and Forestry. These are two replacement positions.

Thank you for your consideration.

Respectfully Submitted,

Jean M. Yousefi

Jean M. Yousefi
Director of Human Resources



ROMAN DUCU
Director of Public Works

Department of Public Works
12650 Detroit Avenue • 44107 • (216) 529-6812

April 9, 2020

Dear Civil Service Commissioners,

Please accept this letter requesting an additional non-competitive examination for the position of Project Manager, Public Works. The candidate that has been chosen to test for the Division Manager for Streets and Forestry currently serves in one of the Project Manager positions. If that candidate passes the Division Manager examination, this would then become a vacant position that we would need to fill.

Thank you for your consideration.

Respectfully Submitted,