

**Civil Service Commission Minutes**  
April 14, 2022

Commission Present: Chairman Frank Bova, John Budi, Jim Griffith and Civil Service Commission Clerk, Barbara Allen

Administration Present: Mayor Gallo, Assistant Director O'Malley and Safety Director Heffernan.

Guests Included: Chief Scharschmidt, Chief Bernard, Captain Tanya Czack, Assistant Chief Steve Clark

The meeting was called to order by Chairman Bova at 6:02 p.m.

**Disposition of Unapproved Minutes:** None at this time

**Reports:** None at this time

**Unfinished Business:** None at this time

**New Business:** Review Amendments to Rules and Regulations,

Rule IV  
Examinations

*Mr. Griffith read: Rule IV, Section 2 (A) Notice of Examination.*

Entrance Examination. Notice of competitive entrance examination shall be ~~given through the local newspapers and by posting notices conspicuously on the City Hall Bulletin boards and in the office of the Commission, and in such other places as may be deemed advisable,~~ one news publication, the City's website, and social media accounts, including but not limited to online publicity via National Testing Network (NTN), not less than two (2) weeks prior to such examinations.

~~*National Testing Network—their website and we can still advertise*~~

Mr. Griffith asked don't we have an agreement with the Call-In-Post? Chief Scharschmidt said he prefers to use NOBLE, (National Organization of Black Law Enforcement Executives) and he believes that there is not an agreement with the Call-In Post, and thought NOBLE was a better publication to use.

Change was made to read as follows:

Entrance Examination. Notice of competitive entrance examination shall be via news publication(s) as directed by the commission, the City's website, and social media accounts, including but not limited to online publicity via National Testing Network (NTN), not less than two (2) weeks prior to such examinations.

Motion to accept the changes in Rule IV; Section 2 (A) by Frank Bova; Seconded by Jim Griffith

Aye: Budi, Griffith, Bova  
Motion passes.

*Mr. Griffith read: Rule IV, Section 4 (A) Scope: Subjects and Weights Thereof.*

Entrance Examination. The Commission may determine to utilize online registration, application and examination procedures via NTN, subject to such review and approval as the Commission deems necessary. Entrance examinations shall be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which appointment is sought and shall, when appropriate, include tests of physical ability. The Commission shall prescribe the subjects of each examination and the relative weights to be attached thereto, provided that any such determination must have been adopted prior to the date of such examination. *NTN*

Change was made to read as follows:

Entrance Examination. The Commission may determine to utilize online registration, application and examination procedures via NTN, subject to such review and approval as the Commission deems necessary. Entrance examinations shall be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which appointment is sought and shall, when appropriate, include tests of physical ability. The Commission shall prescribe the subjects of each examination and the relative weights to be attached thereto, provided that any such determination must have been adopted prior to the date of such examination.

Motion to accept the changes in Rule IV; Section 4 (A) by Frank Bova; Seconded by John Budi  
Aye: Griffith, Bova, Budi  
Motion passes.

Assistant Director O'Malley asked to return to Rule IV, Section 3 to review changes in bold.

*Mr. Griffith read: Rule IV, Section 3. Identity of Examinees Concealed.*

**Except as may be prescribed by NTN online registration procedures adopted by the Commission,** the identity of all persons taking competitive assembled examinations shall be concealed by the use of an identification number, which shall be used on all examination papers. This number shall be used from the beginning of the examination until the papers have all been rated. Any papers bearing the name of the applicant or any other identification mark shall be rejected and the candidate so notified.

Changes were made to read as follows:

Except as may be prescribed by NTN online registration procedures adopted by the Commission, the identity of all persons taking competitive assembled examinations shall be concealed by the use of an identification number, which shall be used on all examination papers. This number shall be used from the beginning of the examination until the papers have all been rated. Any papers bearing the name of the applicant or any other identification mark shall be rejected and the candidate so notified.

Chief Scharschmidt and Chief Bernard stated that NTN will build the test around our specifications and even with the Civil Service requirements, we don't bend to them at all.

Motion to accept the changes in Rule IV; Section 3 by Frank Bova; Seconded by John Budi  
Aye: Bova, Budi, Griffith  
Motion passes.

*Mr. Griffith read: Rule IV, Section 6. Admitting applicants to examinations.*

No applicant shall be admitted to the physical ability or written examination after the advertised time for beginning such examination. Upon completion of either test, no applicant will be re-admitted to the examination area after completion of the test and submission to the person in charge. For online examinations, the Commission may review and approve online registration, application and examination procedures used by NTN, including such identity verification and time limitations approved by the Commission

Changes were made to read as follows:

**Admitting applicants to examinations.** No applicant shall be admitted to the physical ability or written examination after the advertised time for beginning such examination. Upon completion of either test, no applicant will be re-admitted to the examination area after completion of the test and submission to the person in charge. For online examinations, the Commission may review and approve online registration, application and examination procedures used by NTN, including such identity verification and time limitations approved by the Commission.

Motion to accept the changes in Rule IV; Section 6 by Frank Bova; Seconded by John Budi  
Aye: Budi, Griffith, Bova  
Motion passes.

*Mr. Griffith read: Rule IV, Section 10, (A1 and A2) Inspection of Examination Papers*

**Entrance:**

**After Notice of Grade has been Received. For online examinations scored by NTN for submission to the Commission, candidates must follow and remain limited by such review and protest period allowed by NTN policy.**

**For Commission-proctored exams,** within five (5) days of the postal date stamped on the mailed notice of his grade (Sundays and holidays excluded) a candidate may file, in writing to the Commission, a protest to the grading. The Commission shall then give consideration to all protests and make such changes as are warranted. The Commission shall then establish the eligibility list. No grades given in any examination shall be changed after the posting of any eligibility list. ~~Protests must be made with the National Testing Network and follow their posted policy.~~

Mr. Griffith asked about the NTN policy for protest. Captain Czack responded that there is a \$300.00 NTN charge to appeal the NTN process but it is paid by the applicant not the City of Parma Heights.

Mr. Griffith asked if the NTN policy have a different policy in review in protest? Captain Czack responded that if you appeal with NTN and argue it, the applicant has to pay \$300.00 for an expert witness on their side. They have a comprehensive validation documentation and a highly realistic test that will reduce candidate challenges and robust validity documentation and development processes makes it easy to defend and quickly dismiss frivolous claims.

Mr. Griffith then asked if, does that mean that they are taking control our protest period and the grading and the protest period? I'm concerned because they give us control over everything else but protest is the biggest legal challenge, it's one of the most important parts and creates most of our problems.

Mr. Bova then stated that he was not comfortable with the \$300.00 fine at folks because the candidate may not have the finances to do that and they may have a legitimate claim. Chief Scharschmidt stated that he has talked with Parma, Seven Hills and Berea who currently are using NTN and there have been no, not to say that it can't happen here in Parma Heights. Assistant Director O'Malley stated that he feels we should withdraw the request for this amendment in A1 and A2 which will leave the original rules that will enable a protest within 5 days after the grading period.

Motion to withdraw the changes in Rule IV; Section 10 (A1 and A2) by Frank Bova; Seconded by John Budi

Aye: Griffith, Bova, Budi

Withdrawn pending further discussion.

*Mr. Griffith read: Rule IV, Section 10 (B2)*

**After Notice of Grade has been Received.** Each participant shall have the right to inspect his examination papers.....

Chief Scharschmidt stated that they are actually going to take the extra credit and then they're going to provide us with a list for you to inspect. Steve Clark stated that before you had the right to inspect the test before you got your scores so we have an option to come in sit down with the test, with the answer key before we receive our grades.

Mr. Griffith said, okay so now we just change that to "after".

Captain Czack said Correct

Motion to accept the changes in Rule IV; Section 10 (B2) by Frank Bova; Seconded by John Budi

Aye: Bova, Budi, Griffith

Motion passes

*Mr. Griffith read: Rule IV, Section 13 (A, B) Additional Credit for Entry Level Examinations.*

(A) Police Department

(1) Educational Credit will be applied to applicant's earned grade in the percentages consistent with this section, and will be added to the applicant's examination score, provided the applicant receives a passing earned grade in the competitive examination of seventy percent (70%) or as otherwise specified in these Rules and Regulations. An applicant shall only be entitled to the highest eligible allocation of subsections (a), (b) or (c).

(a) An applicant with a Bachelor's degree in law enforcement or criminal justice shall be entitled to additional credit of ten percent (10%).

(b) An applicant with a Bachelor's degree in a field besides law enforcement or criminal justice shall be entitled to additional credit of seven percent (7%).

(c) An applicant with an Associate's degree shall be entitled to additional credit of five percent (5%).

(2) Employment credit will be given to any applicant who has two years actual full-time experience as a local, state or federal law enforcement officer. The candidate shall be entitled to additional credit of ten percent (10%) of applicant's earned grade which will be added to the applicant's examination score, provided the

applicant receives a passing earned grade in the competitive examination of seventy percent (70%) or as otherwise specified in these Rules and Regulations.

(3) Upon receipt of proper proof of valid and current completion of the Ohio Peace Officers Basic Training Program issued by the State's Attorney General, additional credit of ten percent (10%) of applicant's earned grade will be added to the applicant's examination score, provided the applicant receives a passing earned grade in the competitive examination of seventy percent (70%) or as otherwise specified in these Rules and Regulations. *These credits will be given through the NTN process as we prescribe*

Chairman Bova stated that someone could come in and pass the test with a 90% and could get an additional 10% for having a Bachelor's degree in law enforcement and another 9% for having worked two years at another location. Wanted to be sure everyone is okay with that score totaling 109%.

Mr. Griffith asked do we give them all of this before the exam or after the written then we given them all of this?

Captain Czack stated that we give them all of this but notice that there is a 15% cap. So, what they are required to do is provide all of this NTN and then you can require at anytime require them to show it to you to show that it was added correctly. You are double checking them.

Mr. Griffith then read: **FOR ONLINE REGISTRATION AND EXAMINATION, THE COMMISSION MAY DELEGATE THE COMPUTATION OF EXTRA CREDIT TO NTN SUBJECT TO SUCH DOCUMENTATION AND RESTRICTIONS AS THE COMMISSION MAY IMPOSE ON NTN. NO APPLICANT SHALL RECEIVE MORE THAN A TOTAL OF FIFTEEN (15) PER CENT ADDITIONAL CREDIT TO HIS EARNED GRADE IN ANY EXAMINATION.**

Captain Czack stated that the last sentence is important because "proper proof must be presented at the time the application is filed with the Civil Service Secretary" so double checked there as well.

Motion to accept the changes in Rule IV; Section 13 (A, B and the last paragraph by Frank Bova;

Seconded by John Budi

Aye: Budi, Griffith, Bova

Motion passes

## RULE V APPLICATIONS

*Mr. Griffith read Rule V, Section 1*

**Police Department Applicants:** The appointing authority may hire a Police Officer for the Police Department from the Civil Service entry-level eligibility list or through the lateral hire process. Applicants for examinations for original appointment to the police department as a police officer must have attained the age of twenty-one on or prior to the date of original appointment. Applicants for lateral entry to the Police Department as a Police Officer must have attained the age of 21 prior to appointment and have a valid Ohio driver's license. Such appointment and hires shall be in accordance with other requirements as set forth in Section 124.41 of the Revised Code unless otherwise provided in these Rules and Regulations. No person is eligible for original appointment from the eligibility list if the candidate is 41 years of age or older at the time of appointment. No person is eligible to participate in lateral transfer hire if the candidate is 46 years of age or older at the time of hire.

Mr. Griffith asked what were the old numbers. Audience stated 35 for candidates and nothing for laterals.

Mr. Griffith responded that he remembers why the ages were in place. If you're 41 at the time of hire, you won't be eligible for full retirement until you're 71. So, do we want 71-year-old cops?

Chief Bernard stated that we want to broaden the numbers so that we aren't restricted by them so much. Many of the Fire Chiefs in the area have removed the age requirements, not that we're looking to do that.

Captain Czack stated full pension is still 25 years.

Chairman Bova asked if the Chiefs were comfortable with 41-year-olds coming on the job. Chief Bernard and Chief Scharschmidt said yes.

Changes made to this section are as follows:

Police Department Applicants: The appointing authority may hire a Police Officer for the Police Department from the Civil Service entry-level eligibility list or through the lateral hire process. Applicants for examinations for original appointment to the police department as a police officer must have attained the age of twenty-one on or prior to the date of original appointment. Applicants for lateral entry to the Police Department as a Police Officer must have attained the age of 21 prior to appointment and have a valid Ohio driver's license. Such appointment and hires shall be in accordance with other requirements as set forth in Section 124.41 of the Revised Code unless otherwise provided in these Rules and Regulations. No person is eligible for original appointment from the eligibility list if the candidate is 41 years of age or older at the time of appointment. No person is eligible to participate in lateral transfer hire if the candidate is 46 years of age or older at the time of hire.

Motion to accept the changes in Rule V; Section 1 by Frank Bova; Seconded by John Budi

Aye: Budi, Bova

Abstain: Griffith

Motion passes

*Rule V, Paragraph 1*

Assistant Director O'Malley asked to go back to the first paragraph under Rule V as originally written.

All applicants must be citizens of the United States. Applicants for positions in the "municipal service" of the City of Parma Heights may be non-residents but, upon appointment, must either be a resident of the City of Parma Heights or reside within a twenty (20) mile radius of the City of Parma Heights in accordance with the City's residency requirement.

Changes made to this section are as follows:

All applicants must be citizens of the United States. Applicants for positions in the "municipal service" of the City of Parma Heights may be non-residents but, upon appointment, must ~~either be a resident of the City of Parma Heights or~~ reside within a twenty (20) mile radius of the City of Parma Heights in accordance with the City's residency requirement.

Motion to accept the changes in Rule V; Paragraph 1 by Frank Bova; Seconded by John Budi

Aye: Bova, Budi, Griffith

Motion passes

*Mr. Griffith read into the record Rule V, Section 2*

**Fire Department Applicants:** The appointing authority may hire a Firefighter/Paramedic for the Fire Department from the CivilService entry-level eligibility list or through the lateral hire process. Applicants for examinations for original appointment to the fire department as a firefighter/paramedic must have attained the age of twenty-one on or prior to the date of original appointment. Applicants for lateral entry to the Fire Department as a Firefighter/Paramedic must have attained the age of 21 prior to appointment and have a valid Ohio driver's license. Such appointment and hires shall be in accordance with other requirements as set forth in Section 124.42 of the Revised Code unless otherwise provided in these Rules and Regulations. No person is eligible for original appointment from the eligibility list if the candidate is 41 years of age or older at the time of appointment. No person is eligible to participate in lateral transfer hire if the candidate is 46 years of age or older at the time of hire. Further, all firefighter/paramedics must be licensed, certified paramedics, and Firefighter II by the state of Ohio, prior to appointment and retain licensing for their entire career. ~~and must retain paramedic licensing for the first fifteen (15) consecutive years of their employment by the City of Parma Heights.~~

Changes to this section would read as follows:

Fire Department Applicants: The appointing authority may hire a Firefighter/Paramedic for the Fire Department from the CivilService entry-level eligibility list or through the lateral hire process. Applicants for examinations for original appointment to the fire department as a firefighter/paramedic must have attained the age of twenty-one on or prior to the date of original appointment. Applicants for lateral entry to the Fire Department as a Firefighter/Paramedic must have attained the age of 21 prior to appointment and have a valid Ohio driver's license. Such appointment and hires shall be in accordance with other requirements as set forth in Section 124.42 of the Revised Code unless otherwise provided in these Rules and Regulations. No person is eligible for original appointment from the eligibility list if the candidate is 41 years of age or older at the time of appointment. No person is eligible to participate in lateral transfer hire if the candidate is 46 years of age or older at the time of hire. Further, all firefighter/paramedics must be licensed, certified paramedics, and Firefighter II by the state of Ohio, prior to appointment and retain licensing for their entire career.

Motion to accept the changes in Rule V; Section 2 by Frank Bova; Seconded by John Budi

Aye: Budi, Bova

Abstain: Griffith

Motion passes

*Mr. Griffith read into the record Rule V, section 3*

~~Application blanks furnished. Application blanks for examinations shall be furnished by the Commission. Application blanks forentrance examinations shall provide for the submission of the information as set forth in Section 124.25 of the Revised Code. The Commission may determine and provide for the submission of any other relevant information either on the application blank or a supplemental sheet.~~

Mr. Griffith asked what if we decide to go without their services? Wouldn't we need this section? Assistant Director O'Malley, stated yes and we could add an introductory clause that stated: "For entry level exams administered by the commission" in both section 3 and 4.

Change to include Assistant Director O'Malley's suggestion and shall read as follows:

For entry level exams administered by the commission, application blanks furnished. For entry level exams administered by the commission application blanks for examinations shall be furnished by the Commission. Application blanks forentrance examinations shall provide for the submission of the

information as set forth in Section 124.25 of the Revised Code. The Commission may determine and provide for the submission of any other relevant information either on the application blank or a supplemental sheet.

*Rule V, Section 4*

~~Item 4. Completion of Application Blanks: Application blanks must be filled out in ink or be typed and shall be completed and signed by the applicant in his own handwriting, notarized and then filed at the offices of the Commission within the time limit fixed by the Commission for the particular examination.~~

It shall read as follows.

Completion of Application Blanks: For entry level exams administered by the commission application blanks must be filled out in ink or be typed and shall be completed and signed by the applicant in his own handwriting, notarized and then filed at the offices of the Commission within the time limit fixed by the Commission for the particular examination.

Motion to accept the changes in Rule V; Section 3 and Section 4 by Frank Bova; Seconded by John Budi  
Aye: Griffith, Bova, Budi  
Motion passes

*Mr. Griffith read into the record Rule VI, Section 2*

**Duration of Lists:** The term or eligibility of each list and of the names appearing thereon shall be fixed by the Commission of not less than one (1) year not more than two (2) years. At the discretion of the Commission, the eligibility list may be extended in increments of six months if there are no appointments available or for any other reason the commission deems necessary. Any list that has been in effect for more than one (1) year may, at the discretion of the Commission, be terminated at any time. Any entry level certified eligibility list where 100 or less names were originally certified may be terminated after 6 months.

Section will read as follows:

Duration of Lists: The term or eligibility of each list and of the names appearing thereon shall be fixed by the Commission of not less than one (1) year not more than two (2) years. At the discretion of the Commission, the eligibility list may be extended in increments of six months if there are no appointments available or for any other reason the commission deems necessary. Any list that has been in effect for more than one (1) year may, at the discretion of the Commission, be terminated at any time. Any entry level certified eligibility list where 100 or less names were originally certified may be terminated after 6 months.

Motion to accept the changes in Rule VI; Section 2 by Frank Bova; Seconded by John Budi  
Aye: Bova, Budi, Griffith  
Motion passes

*Mr. Griffith read into the record Rule VII, first paragraph*



There shall be two methods of appointment of police officers to the Division of Police and Firefighter/Paramedics to the Division of Fire. Those methods are (1) by Civil Service examination with placement on the certified eligible list and (2) by lateral hire with placement on a certified lateral list. In either case candidates must meet all applicable minimum qualifications of the City of Parma Heights Civil Service Rules and Regulations. ~~The lateral list will be kept for 12 calendar months~~

Mr. Griffith asked if NTN is going to hold the lateral list or does Parma Heights. Chief Scharschmidt said that is completely separate and we will continue to hold that list.

Mr. Bova asked Assistant Director O'Malley if we are looking at potential litigation because I have two lists and I decided to take this guy over this guy. Assistant Director O'Malley responded that no one has a right to Municipal Employment whether they're number one or number 10, they are reviewed by the appointing authorities, they may or may not get a second interview, there is no entitlement to a job. It would be my opinion that if you had someone on a eligible list following a traditional entry level exam administered by the commission or by NTN, I would caution for the commission to not to allow for someone to hear that they are next on the list and now lateral hires are being taken and I believe there is an effort made to separate the two. The entry level process is commenced, concluded, the names are released and the laterals are not part of the equation.

Mr. Bova asked so for example we have an eligible list, it's been certified by us and the Chiefs are going through the list, and unless there's nobody on the list you're not going to go to the lateral list. Assistant Director O'Malley stated that he's not entirely sure that appointing authority is bound to come with names off of the eligible list but may be able to ask the commission to approve and permit lateral hires to be used. I could look into this further and see if we can add wording that the appointing authority is using the lateral in lieu of the eligible list.

Mr. Griffith mentioned that at some point although the entry level and lateral lists are separate, they run together so that they are not completely separate from one another.

Mr. Bova stated that I want you as the Chief to have the option and/or, just protecting the city. Motion to withdraw the changes in Rule VII; paragraph 1 for further discussion by Frank Bova

Mr. Griffith stated that the only thing that is changing is the last line, so we need a motion to strike the last line.

Paragraph shall read as follows:

There shall be two methods of appointment of police officers to the Division of Police and Firefighter/Paramedics to the Division of Fire. Those methods are (1) by Civil Service examination with placement on the certified eligible list and (2) by lateral hire with placement on a certified lateral list.

Motion to strike the last line by Griffith; seconded by Frank Bova

Aye: Budi, Griffith, Bova

Motion passes

*Mr. Griffith read into the record RULE VII, Section b*

For the position of peace officer: OPOTA certified, including a current certification in firearms training, with a minimum of one year of full-time experience with an Ohio State Certified Law Enforcement Agency including having completed any probation period. For the position of firefighter/paramedic: State

of Ohio certified paramedic with a minimum of one year of full-time experience with an Ohio fire department, ~~including having completed any probation period.~~

Motion to accept the changes to Rule VII, section b by Frank Bova; seconded by John Budi  
Changes to read as follows:

Rule VII, section b

For the position of peace officer: OPOTA certified, including a current certification in firearms training, with a minimum of one year of full-time experience with an Ohio State Certified Law Enforcement Agency ~~including having completed any probation period.~~ For the position of firefighter/paramedic: State of Ohio certified paramedic with a minimum of one year of full-time experience with an Ohio fire department.

Aye: Budi, Griffith, Bova  
Motion passes

*Mr. Griffith read Rule VII, Section c*

~~Must have successfully completed the probationary period at the current or most recent place of employment as a peace officer or firefighter/paramedic.~~ Upon request by the Civil Service Commission, the applicant must submit certification and/or documentation from the current or most recent employer establishing such completion. The Civil Service Commission, at its option, may confirm that the applicant has completed such probationary period through its own independent background investigation.

Motion to accept the changes to Rule VII, section b by Frank Bova; seconded by John Budi

Changes to read as:

Upon request by the Civil Service Commission, the applicant must submit certification and/or documentation from the current or most recent employer establishing such completion. The Civil Service Commission, at its option, may confirm that the applicant has completed such probationary period through its own independent background investigation.

Motion to amend Rule VII, Section b accept the changes in Rule VII, Section c

Aye: Budi, Griffith, Bova  
Motion passes

*Rule VII, Section c, Paragraph 4*

Positions filled through Lateral Hire Process shall be exempt from competitive examination. Applicants appointed through this process shall be appointed to the rank of Police Officer or the rank of Firefighter/paramedic. Seniority for lateral entry shall be based on the date of hire with the City of Parma Heights. Employees selected through the Lateral Hire Process shall be entitled to all other rights attributed to the classified service, following successful completion of the 12-month probationary period for the position of peace officer and 12-month probationary period for the position of firefighter/paramedic. ~~12-month probation for police~~

Changes to read as follows:

Positions filled through Lateral Hire Process shall be exempt from competitive examination. Applicants appointed through this process shall be appointed to the rank of Police Officer or the rank of Firefighter/paramedic. Seniority for lateral entry shall be based on the date of hire with the City of Parma Heights. Employees selected through the Lateral Hire Process shall be entitled to all other rights attributed to the classified service, following successful completion of the 12-month probationary period for the position of peace officer and 12-month probationary period for the position of firefighter/paramedic.

Motion to accept the changes to Rule VII, Paragraph 4, section c by Frank Bova; Seconded by John Budi  
Aye: Budi, Griffith, Bova  
Motion passes

*Mr. Griffith read Rule VII, Section 1*

**Number of Names to be Certified.** Upon receipt of request for certification to fill a vacancy, the Commission shall certify to the appointing authority from the appropriate eligibility list, the names, addresses and grades of the twenty (20) candidates standing highest on the eligible list for the class or grade to which the position belongs; provided that the commission may certify less than twenty (20) names, if twenty (20) names are not available. When less than six names are certified to the appointing authority, appointment from that list shall not be mandatory. In such a case, generation of a new eligibility list through the process described in Section V & VI may be initiated.

Changes accepted as follows.

Number of Names to be Certified. Upon receipt of request for certification to fill a vacancy, the Commission shall certify to the appointing authority from the appropriate eligibility list, the names, addresses and grades of the twenty (20) candidates standing highest on the eligible list for the class or grade to which the position belongs; provided that the commission may certify less than twenty (20) names, if twenty (20) names are not available. When less than six names are certified to the appointing authority, appointment from that list shall not be mandatory. In such a case, generation of a new eligibility list through the process described in Section V & VI may be initiated.

Motion to accept the changes to Rule VII, Section 1 by Frank Bova; Seconded by John Budi  
Aye: Griffith, Bova, Budi  
Motion passes

*Mr. Griffith read Rule VII, section 3*

~~Preference to Persons for Military Service. Every person who has been honorably discharged from the armed services of The United States as defined in Section 124.27 of the Revised Code, and whose name appears on an eligibility list for a position, shall be entitled to preference in original appointments to any such position in the classified civil service of the City of Parma Heights over all non-veterans eligible for such appointment with an equal standing on the eligibility list.~~

Mr. Griffith asked why are we removing this entire section.

Captain Czack stated that we are already giving the Military the 10%, I'm not sure why this is still in here, been in here for a long time. By leaving this section in we are holding them above everyone else and goes against and can be an actual argument against any other qualified, it's a redundancy in the rules. So, the way this reads you have to hire them before anybody else? Captain Czack said, correct.

Chairman Bova stated that we have to still add the 10%.

Motion to remove the preference from persons from military service by Frank Bova; seconded by John Budi.

Aye: Bova, Budi, Griffith

Motion passes

Discussion regarding procedures of NTN by Captain Czack. The process is that you would apply as a Firefighter/paramedic or as a police officer and choose the test you want to take the test for, they choose one central test that has several sections that are applicable to either Firefighter/paramedic or police officer and they are not only general knowledge but they are scenario based. It does not matter the time of the day, day of the week, etc. I have to have all my application and a possible 84 page background prior to being able to take the exam and then they actually tap into your computer online, they have prompters who watch you take your test and ensures that you do not have any keystrokes outside of their prescribed test so that you can't open another window and cheat, or that your not on your telephone, they are watching you, you have to show them the entire room, you stand up with your laptop or if your at a desktop they have to see on your webcam the entire room to make certain that no one is helping you with this test. They have their timed test and you are done within the prescribed time, if I were to even take a single click out or try to do anything that they described as cheating they will lock you out of the test and you are done. So, you have to take the test in the manner that they describe, then they take your test results and your raw score is the raw score for their testing. Afterwards, if I say, I see all of the eligible tests that are open Parma Heights, Middleburg Heights, Strongsville and there's some areas and Pepper Pike and a few others and I would like those tests, then I have to go through individually and answer to the things that their Civil Service Commission requires. So, if they say I want this as a copy of your college degree, I will upload any and all documents required for that individual city, they send it then all together as one packet when we are done with our testing dates so May 12 – 24, on the 25<sup>th</sup> they would send the entire packet over and then we would give to you sir.

Chairman Bova commented that this is great, modern technology is a wonderful thing. Thank you. As far as I'm concerned, I'm satisfied, thank you. So, the company weighs the scenario's but when the promotionals come up, we weigh it, correct.

Captain Czack replied, correct.

Assistant Director O'Malley stated that one way to do it is to have a 4-week window, open, closed, one and done \$500.00 per department; the other is a six-month continuous exam which is open for \$750.00 per department. And what we are struggling with in North Olmsted is how do we as a commission determine, we would prefer to have it open continuous where anybody, anywhere could sign up, take the exam, put their name in the pool, but how do we as a commission identify a window if it's a six month, open examination process, my question is if you go with the 4 week option if you are going to be harvesting as many candidates, you don't want to be open for six months before we draw a list off of it.

Captain Czack stated that the first thought would be to go with the 4-week process because it still gives the commission an open and close date and because most of those people have already taken the test and they are being notified by NTN that there is an open department so they just pay the \$12.00 to add us to the list of departments that they want their application sent to. If they are on the NTN list then they are eligible, and as long as they have met all the requirements, and they've already taken the test and their score is already in the NTN system, if we sign up as a city and they check the Parma Heights box, their application would be sent over to us.

Chairman Bova asked, if we had the six-month option when would we certify it? I think it's better to start out with the 4-week process.

Assistant Director O'Malley stated that satisfies my concerns because once we do join with NTN, everybody in there will get a notice that Parma Heights is now open, do you want your materials to go to Parma Heights?

Captain Czack stated a candidate is not required to take the test within the 4-week window, when they take the test, it is available for up to a year and if they choose to remove themselves from the notifications, they can do that as well.

Mr. Griffith ask to see the final contract.

### **Entry Level Eligible List – Police**

Motion to disband the present list for the Police Department

Aye: Budi, Griffith, Bova

Motion passes – list will be terminated

### **Entry Level Eligible List – Fire**

Motion to disband the present list for the Fire Department

Aye: Griffith, Bova, Budi

Motion passes – list will be terminated

### **Entry Level Police Examination and Entry Level Fire Examinations**

Motion to authorize the appointing authority pending final review from our attorney and the signed contract.

Aye: Bova, Budi, Griffith

Motion passes

Motion to Adjourn


Aye: Budi, Bova

Nay: Griffith

We are adjourned at 7:44 p.m.



Frank Bova  
Chairman, Civil Service Commission



Barbara Allen  
Civil Service Commission Clerk