

CIVIL SERVICE COMMISSION

Meeting Minutes of October 27, 2016

Meeting called to order at 3:08 pm.

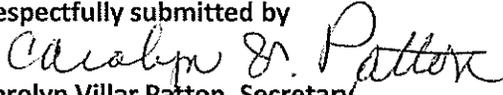
Present: Thomas Majeski, Thomas Kicher, Carolyn Patton and Janet Majka, Council Member

OLD BUSINESS: Approved minutes of Sept. 28, 2016 and submitted to Gloria Majeski for posting.

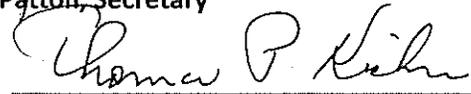
Minutes of October 11, 2016 needs amending and signatures.

- Report from Thomas Kicher: Mr. Kicher saw Patti Heller, Interim Fire Chief and gave her information and the interview questions previously used. He stated that we serve in the Commission as the quality control agent, in assuring fair testing procedures.
- Tom Kicher upgraded Appendix 2 of the Civil Service Handbook (see Draft attached). He spoke about the Human Resource Dept and the Police Department and the role they play in this process. Further, he explained that the Civil Service Commission only makes recommendations and that the appointing authority has the final decision in the selection process. Commission members have the option to sit in at interviews to eliminate one on one situations. Federal mandates are in place for the varied procedures. After Mr. Kicher discussed the Appendix 2 draft and Commission members made suggestions and corrections; these will be included and presented at the next meeting. A Job Application Check List was discussed and approved. (see attachment)
- Tom Majeski reviewed the Application for Employment. (see attachment)
- A question was posed as to the vetting of a Military Discharge and it was determined that a request to validate a Honorable Military Discharge was appropriate and necessary.
- A final draft of Appendix 2 and the Application form will be given to the Law Director for approval.
- The motion to adjourn was made and seconded at 4:53 pm and the meeting was adjourned.
- The next meeting was set for Wednesday, November 9, 2016, at 3:00 pm.

Respectfully submitted by


Carolyn Villar Patton, Secretary


Thomas Majeski, Chairman Date

 11/9/16
Thomas Kicher, Vice Chairman Date

Attachments: Appendix 2

Job Application

Job Application Checklist

APPENDIX 2

PROCEDURES FOR CANDIDATE REVIEW AND CONFIRMATION OF CREDENTIALS OF ALL PROSPECTIVE
EMPLOYEES OF WILLOUGHBY HILLS

STEPS IN THE HIRING OF EMPLOYEES AT WILLOUGHBY HILLS

PREPARATION OF JOB DESCRIPTION

- 1.) DEPARTMENTS PREPARE AND UPDATE THE JOB DESCRIPTIONS FOR THE REVIEW AND APPROVAL BY THE HIRING AUTHORITY.
- 2.) DEPARTMENTS SECURE THE APPROVAL OF THE MAYOR TO SEARCH FOR CANDIDATES.
- 3.) DEPARTMENTS MUST USE THE APPROVED WILLOUGHBY HILLS APPLICATION FORM AND AN APPROVED FORM COVERING CREDENTIALS SPECIFIC TO THE JOB REQUIREMENTS BUT NOT COVERED BY THE WILLOUGHBY HILLS EMPLOYMENT APPLICATION.

APPLICATION PROCESS

- 1.) JOB DESCRIPTION, APPLICATION AND INSTRUCTION MATERIALS AVAILABLE FROM DEPARTMENTS AND MAYOR'S OFFICE. APPLICATIONS AND INSTRUCTION MATERIALS AVAILABLE ON-LINE.
- 2.) ALL APPLICATION MATERIALS ARE SUBMITTED TO EITHER THE DEPARTMENTS OR THE CLERK OF COURTS.
- 3.) APPLICATIONS MUST BE NOTARIZED AND TIME STAMPED WHEN RECEIVED.
- 4.) APPLICATION MATERIALS ARE HELD BY THE FOLLOWING CITY OFFICES
 - a) UNCLASSIFIED POSITION – PART AND FULL TIME: DEPARTMENT
 - b) UNCLASSIFIED POSITION – DEPARTMENT HEAD: MAYOR'S OFFICE
 - c) CLASSIFIED POSITIONS – CIVIL SERVICE COMMISSION *under our CSC control*
- 5.) CANDIDATES NOTIFIED OF MISSING APPLICATION MATERIALS BY RESPONSIBLE CITY OFFICE

Pt. 1 APPLICATION AND SUPPORTING DOCUMENTATION

- 1.) VALID OHIO DRIVING LICENSE (WHERE REQUIRED)
- 2.) EDUCATION CERTIFICATES AND DIPLOMAS
- 3.) PROFESSIONAL LICENSES AND CERTIFICATES
- 4.) MILITARY RECORDS (WHERE REQUIRED) *CEOC Requires tracking of military service*
- 5.) MEDICAL EXAM = *Pension system*
- 6.) AGILITY AND FITNESS TEST RESULTS

Pt. 2 SELECTION PROCESS AND CONDITIONAL OFFER

- 1.) INTERVIEW OF PROSPECTIVE CANDIDATES BY DEPARTMENTAL TEAM INCLUDING ANTICIPATED SUPERVISOR, POTENTIAL CO-WORKER AND/CSC REPRESENTATIVE
- 2.) INTERVIEW BY THE DEPARTMENT HEAD AND ONE WITNESS *a appointing Authority*
- 3.) SELECTION OF FINALIST
- 4.) REVIEW AND VALIDATION OF ALL CREDENTIALS AND REFERENCES BY CSC *procedures*
- 5.) CONDITIONAL OFFER SHEET PREPARED AND SUBMITTED FOR APPROVAL BY HIRING AUTHORITY *Human Resources*
- 6.) LETTER OF CONDITIONAL OFFER ISSUED BY HIRING AUTHORITY. OFFERS FOR UNCLASSIFIED POSITIONS MUST INCLUDE A WRITTEN STATEMENT OF "EMPLOYMENT CONDITIONS FOR UNCLASSIFIED SERVICE". *(in job offer)*

Vet candidates interested in.

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PRE-EMPLOYMENT REVIEW AND FINAL VETTING CHECK

- 1.) BCI AND BACKGROUND CHECK *x-mandated for Police + Fire*
- 2.) DRUG TEST *x-mandated Police + Fire*
- 3.) PSYCHOLOGICAL TEST *-only Police*
- 4.) TRUTH VERIFICATION TEST *Narrow lic detector test*
- 5.) FINAL VETTING REVIEW BY CSC
- 6.) VETTING REPORT SUBMITTED TO HIRING AUTHORITY.

GENERAL REGULATIONS FOR HIRING TO ALL POSITIONS

The following are regulations approved for the hiring to all positions in Willoughby Hills:

- All employees must have BCI and Background check. Exempt employees are those seasonal or part-time employees under the age of nineteen (19).
- All candidates for the following positions must pass a psychological exam, as approved by Willoughby Hills Civil Service Commission:
 - Members of the Fire Department
 - Members of the Police Department
 - All City employees who carry or use firearms in the performance of their duties.
- All candidates for Unclassified Positions, who receive a Conditional Offer, must be informed in writing of the "Employment Conditions of Unclassified Service" as per State of Ohio regulations.
- Willoughby Hills Civil Service Commission reserves the right to update these procedures (usually at request of department head) and to conduct quality control verification, with any and all aspects covered by written policies.
- Any inconsistencies discovered by the Willoughby Hills Civil Service Commission during the vetting procedure shall be reported to the Department Director and Appointing Authority. Recommendations may be made by Willoughby Hills Civil Service

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Commission as to employability of the candidate based on the findings of the applicant's inconsistencies.

The following pertains to the Police Department:

- *Full-time personnel:* As per Classified testing and review procedures as established by Willoughby Hills Civil Service Commission
- *Part-time personnel:* As per established written procedure on file with WH Civil Service Commission, oral interview with Board consisting of Department Head and staff member(s) or a member of Willoughby Hills Civil Service Commission.
(if requested by Appointing Authority). An approved agility test (within last three years) or
- Active commissioned service, as approved by WH Civil Service Commission, physical examination and psychological examination.
Auxiliary Police Officers: All; except oral interview board, agility test, and physical examination may be waived if still active commissioned; other test/reviews, as determined by WH Civil Service Commission and Appointing Authority.

The following pertains to the Fire Department:

Full-time Personnel: As per Classified testing and review procedures as established by Willoughby Hills Civil Service Commission.

Part-time Personnel: As per written procedure on file with the WHCC.

Firefighter Certification NFPA 1(for Volunteer/Cadet) and NFPAll for part-time (State of Ohio); Emergency Medical Technician or Paramedic Certification, as per job classification (State of Ohio); oral interview board consisting of Department Head and staff designate(s) or member of Willoughby Hills Civil Service Commission; approved agility test (within last 3

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years) or active service as approved by Willoughby Hills Civil Service Commission; physical exam, other tests/reviews as determined by the Willoughby Hills Civil Service Commission and Appointing Authority.

The following pertains to the Service Department:

Full-time personnel and part-time personnel: Review of BCI and WHPD

(Detective) background checks and truth verification; employment history verification; as per written procedure on file with WH Civil Service Commission , interview by Road Superintendent and Appointing Authority or witnessed by a member of the Willoughby Hills Civil Service Commission. Necessary physical exam, drug testing, CDL license, etc. for stated job description are required.

The following pertains to Administration/Court:

Full-time Personnel: BCI and WHPD (Detective) background checks and truth verification; employment history verification; license or certification, etc. necessary for job performance as per job description; oral interview by Appointing Authority or Council (if required) should be documented or otherwise witnessed by Willoughby Hills Civil Service Commission.

Part-time Personnel: BCI and WHPD (Detective) background checks and truth verification; interview by Appointing Authority or Department Head, documented or otherwise witnessed by Willoughby Hills Civil Service Commission.

Covering for
Application
Draft

WILLOUGHBY HILLS CIVIL SERVICE COMMISSION
JOB APPLICATION CHECKLIST

- _____ COMPLETION OF APPLICATION (CITY-WIDE)
 - _____ CERTIFICATIONS/LICENSURES ARE ATTACHED
 - _____ ORIGINAL COPY VERIFICATION
 - _____ EDUCATIONAL VERIFICATION (APPLICABLE ONLY TO POINT OF EMPLOYMENT)
 - _____ EMPLOYMENT HISTORY VERIFICATION
 - _____ DRIVER'S LICENSE ATTACHED & VERIFIED
 - _____ DRIVER'S HISTORY RECORD VERIFICATION BY _____
 - _____ BCI CHECK BY OUTSIDE VENDOR (I.E. GUARINO & ASSOCIATES)
 - _____ TRUTH VERIFICATION TESTING BY WHPD
 - _____ PERSONAL HISTORY QUESTIONNAIRE
 - _____ REFERENCES CHECKED BY HUMAN RESOURCES OR WHPD (3 LISTED, MINIMUM OF ONE CHECKED)
 - _____ REVIEW OF APPLICANT'S PERSONAL INFORMATION (AS RELATED TO SOCIAL OR CRIMINAL BEHAVIOR)
 - _____ PSYCHOLOGICAL TEST, IF REQUIRED FOR POSITION
 - _____ DRUG SCREENING
 - _____ RESULTS OBTAINED
 - _____ REQUIRED PHYSICAL EXAMINATION FOR APPROPRIATE PENSION SYSTEM
 - _____ INTERVIEWED BY TWO CITY OF WILLOUGHBY HILL REPRESENTATIVES:

_____	_____
INTERVIEWER	DATE
_____	_____
INTERVIEWER	DATE

_____ CHECKLIST REVIEWED BY WILLOUGHBY HILLS CIVIL SERVICE COMMISSION

_____	_____
CIVIL SERVICE MEMBER	DATE



Draft

City of Willoughby Hills
35405 Chardon Road
Willoughby Hills, OH 44094

APPLICATION FOR EMPLOYMENT

The City of Willoughby Hills considers applicants for all positions without regard to race, color, religion, creed, sex, gender, national origin, age, ancestry, disability and/or handicap, marital or veteran status, sexual orientation or any other legally-protected status.

Applicants may request any necessary accommodations to enable them to participate in the application process.

PLEASE PRINT OR TYPE

PERSONAL INFORMATION:

Today's Date: _____

Name:

Last

First

Middle

Social Security Number: _____

Current Address: _____

Daytime Phone Number: _____ Cell phone/Mobile: _____

Email Address: _____

Are you 18 years or older? Yes No Date of Birth _____ Age _____

Position Applying For: _____

Have you ever previously filed an employment application with the City? Yes No

If yes, provide date(s) and position(s) applied for: _____

Have you ever previously been employed by the City? Yes No

If yes, provide dates of employment and position(s) held: _____

Do you have any relative(s) employed by the City? Yes No

If yes, list name(s), relationship(s), and position(s) within the City: _____

Are you currently employed? Yes No

Do you have a valid State of Ohio driver's license? Yes No

If yes, License Number _____ State of Issue _____

Class _____ Endorsements _____

PERSONAL INFORMATION (CONTINUED):

List all addresses which you have lived or resided for the last 10 years, including dates of residence:

Address	Dates of Residence
_____	_____
_____	_____
_____	_____

Have you ever been convicted of a felony or misdemeanor, other than a minor traffic offense? (A conviction will not necessarily be a bar to employment. This information will be used only for job-related purposes to the extent permitted by law. *Be candid.* Your response is *subject to verification through a criminal history investigation.* Do not include convictions that have been legally expunged)

_____ Yes _____ No *If yes, for each conviction, list the specific title of the offense, the date of conviction, the jurisdiction and the disposition. If necessary, please attach an additional sheet.*

1. _____
2. _____
3. _____

Are you lawfully entitled to work in the United States? _____ Yes _____ No
(The Immigration Reform and Control Act of 1986 requires that employers only hire individuals who are lawfully entitled to work in the United States by virtue of being a citizen or authorized alien.) Proof of citizenship or immigration status will be required upon employment.

WORK INFORMATION:

Position you are applying for: _____

Date you can start: _____

How did you learn about the position?

Availability (Circle all that apply) ☉ Full-Time Part-Time Shift Work Temporary

If part time, specify days and hours: _____

If temporary, specify length of employment desired: _____

List any other specific days and times when you are unavailable _____

Are you willing to work overtime as necessary? _____ Yes _____ No

If not, please list specific days and times when you are unavailable _____

Can you travel, if required by this job? _____ Yes _____ No

Are you currently on lay-off status and subject to recall? _____ Yes _____ No

If yes, please explain: _____

WORK INFORMATION (CONTINUED):

Can you perform the essential functions of the position for which you are applying, with or without reasonable accommodations for the job description? Yes No

If no, please explain/list reasonable accommodations you are requiring:

EMPLOYMENT HISTORY:

Instructions: Beginning with your present or most recent employer, list all employers whom you have worked for during the past 10 years. Include any job-related military service assignments, type of discharge or current military status. Please enter all information, even when submitting a resume.

1) Name and Address of Employer	Supervisor's Name <u>And Title</u>	Employment <u>Dates</u> From: Mo./Yr.	Pay <u>History</u> \$ _____ per _____
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Telephone _____ Job Title _____

Description of Job Duties: _____

Reason for Leaving: _____

May we contact for a reference? Yes No

2) Name and Address of Employer	Supervisor's Name <u>And Title</u>	Employment <u>Dates</u> From: Mo./Yr.	Pay <u>History</u> \$ _____ per _____
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Telephone _____ Job Title _____

Description of Job Duties: _____

Reason for Leaving: _____

May we contact for a reference? Yes No

EMPLOYMENT HISTORY (CONTINUED):

3) Name and Address of Employer	Supervisor's Name And Title	Employment Dates From: Mo./Yr.	Pay History \$ _____ per _____
<hr/>			

Telephone _____ Job Title _____

Description of Job Duties: _____

Reason for Leaving: _____

May we contact for a reference? Yes No

EMPLOYMENT HISTORY (CONTINUED):

Please answer the following questions for all current and past employers.

With the past 10 years:

Have you ever been disciplined or discharged (or resigned in lieu of discharge) for poor job performance? Yes No If yes, please explain: _____

Have you ever been disciplined or discharged (or resigned in lieu of discharge) for theft or a related offense? Yes No If yes, please explain: _____

Have you ever been disciplined or discharged (or resigned in lieu of discharge) for fighting, assault or related behavior? Yes No If yes, please explain: _____

Have you ever been disciplined or discharged (or resigned in lieu of discharge) for insubordination? Yes No If yes, please explain: _____

Have you ever been disciplined or discharged (or resigned in lieu of discharge) for violating safety rules? Yes No If yes, please explain: _____

Have you ever been disciplined (or resigned in lieu of discharge) for being under the influence of alcohol or drugs, or for possession, sale, use or abuse of alcohol or drugs, or for violating your company's substance abuse policy? Yes No If yes, please explain: _____

EDUCATION:

High School Attended or GED _____
Dates Attended _____ Diploma Received? _____ Yes _____ No

College Attended _____
Dates Attended _____ Degree Received _____
Course of Study _____

College Attended _____
Dates Attended _____ Degree Received _____
Course of Study _____

Trade School Attended _____
Dates Attended _____ Degree Received _____
Course of Study _____

Please list any scholastic honors, awards, subjects of special study, research, publications, and/or thesis:

ADDITIONAL SKILLS:

Personal Computer Skills:

Please list all software applications you are proficient in:

Indicate any foreign languages you can speak, read and/or write:

Please describe any specialized training, apprenticeships, and/or skills that you possess that you believe are relevant to the position you are applying for:

CERTIFICATIONS OR LICENSES:

Please list any certifications or State of Ohio licenses that you possess. You will be required to provide original certificates and licenses for verification prior to an employment offer being made. Please attach photo copies to this application at this time.

PROFESSIONAL ASSOCIATIONS:

Please list any professional trade business or civic activities and offices held. You may exclude membership or activities which would reveal race, color, religion, creed, sex, gender, national origin, age, ancestry, disability and/or handicap, or any other legally protected status:

REFERENCES:

Please provide three references (excluding relatives):

	Name and Address	How they know you
1.	<hr/> <hr/>	<hr/> Phone: <hr/>
2.	<hr/> <hr/>	<hr/> Phone: <hr/>
3.	<hr/> <hr/>	<hr/> Phone: <hr/>

APPLICANT'S PRE-EMPLOYMENT STATEMENT, AUTHORIZATION, AND RELEASE

Please read the following statements carefully and sign below:

In consideration of the acceptance of my application for employment by the City of Willoughby Hills (hereinafter referred to as "City,"), I understand, agree, and/or certify to the following:

1. I certify that all information I have provided on this application is true, accurate, and complete to the best of my knowledge and belief. I understand that falsification, misrepresentation or omission of any information on my application (including any supplemental questionnaire), resume, or any other materials, or during any interviews, will be justification for withdrawing any offer of employment or, if employed, termination from employment, regardless when the falsification, misrepresentation or omission is discovered by the City.
2. Any offer of employment I may receive from the City is contingent upon satisfactory results from the City's total pre-employment screening process. These results may include, but not be limited to the following:
 - a. Receipt by the City of references that is considers satisfactory;
 - b. Satisfactory completion of a post-offer, pre-employment medical examination that is job related and consistent with business necessity;
 - c. Passing a screening for alcohol and/or drugs;
 - d. Satisfactory completion of any pre-employment psychological examination/screening that the City may require that is job related and consistent with business necessity;
 - e. Satisfactory completion of any physical/mental skills testing or evaluation that the City may require that is job related and consistent with business necessity; and
 - f. Satisfactory completion of criminal history and background investigations.
3. I authorize the City and its agents to conduct a criminal history investigation with any or all federal, state, and local jurisdictions. This investigation may seek information on any felony and misdemeanor convictions I may have and my driving record.
4. I understand and agree that applicants for positions in the Division of Police and Division of Fire, and at the City's discretion, applicants for any other position in the City, will be subject to a more extensive background investigation. This investigation may include, but not be limited to, information as to my moral character and habits, general reputation, personal characteristics, and mode of living. This investigation may be conducted by the City's Division of Police or other agents of the City and may include interviews with my friends, neighbors, and associates. I hereby release the City and its agents, including employees of the Division of Police, my friends, neighbors, and associates, and all other parties from any and all liability for damages arising from the conduct of this investigation, and the release of information as a result thereof.
5. I hereby grant the City and its agents, permission to contact all of my present and former employers, and those individuals I have provided as personal references (unless otherwise specified on this application). I authorize and request that such employers and references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications of reemployment. Further, I authorize the City and its agents to obtain transcripts from all educational institutions I have attended. I also grant the City and its agents, permission to conduct whatever investigation which may be needed to obtain or verify information regarding statements contained in my application, resume, any other materials, or any interviews, or concerning my qualifications for employment. I hereby release the City and its agents, my present and former employers, my personal references, and all other parties from any and all liability for damages arising from furnishing the requested information.

PRE-EMPLOYMENT STATEMENT, AUTHORIZATION, AND RELEASE (CONTINUED):

6. This application is subject to the Civil Service Rules of the City Charter, as applicable. **Job classifications in the City do not necessarily reflect State of Ohio guidelines for classified service and may, by City Charter, be included as an unclassified position.**

7. This application shall be maintained on file for a period of at least one year.

Applicant's Notarized Signature

Date

State of Ohio
County of Lake

I hereby acknowledge and certify that _____ appeared before me, a
Notary Public, on _____ in _____, Ohio.

Notary Public

Commission Expiration Date

Thank you for your interest in the City of Willoughby Hills

Do Not Write Below This Line

Interviewed By: _____ Date: _____

Position Interviewed For: _____

Remarks: _____

Hired: ____ Yes ____ No Reporting Date: _____

Vetting Complete – Referred to Civil Service Commission: ____ Yes ____ No

Indicate Date Completed: _____

Applicant's Name _____