

APPENDIX 2

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

STEPS IN THE HIRING OF ALL EMPLOYEES AT WILLOUGHBY HILLS

PREPARATION OF JOB DESCRIPTION

- 1.) DEPARTMENTS PREPARE AND/OR 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 SUPPLEMENTAL FORM COVERING CREDENTIALS SPECIFIC TO THE JOB REQUIREMENTS BUT NOT COVERED BY THE WILLOUGHBY HILLS EMPLOYMENT APPLICATION.

APPLICATION PROCESS

- 1.) THE APPLICATION MATERIALS, INCLUDING A JOB DESCRIPTION, APPLICATION AND INSTRUCTIONS ARE AVAILABLE FROM DEPARTMENT OFFICES, MAYOR'S OFFICE AND ON-LINE AT THE WILLOUGHBY HILLS CITY WEBSITE.
- 2.) ALL APPLICATION MATERIALS ARE SUBMITTED TO THE OFFICE OF HUMAN RESOURCES.
- 3.) APPLICATIONS MUST BE NOTARIZED AND TIME STAMPED WHEN RECEIVED.
- 4.) APPLICATION MATERIALS ARE HELD BY THE FOLLOWING CITY OFFICES:
 - a) UNCLASSIFIED POSITIONS – PART AND FULL TIME: DEPARTMENT OFFICES
 - b) UNCLASSIFIED POSITIONS – DEPARTMENT HEADS: MAYOR'S OFFICE (HUMAN RESOURCES)
 - c) CLASSIFIED POSITIONS – CIVIL SERVICE COMMISSION
- 5.) CANDIDATES WILL BE NOTIFIED OF MISSING AND/OR UPDATED APPLICATION MATERIALS BY THE RESPONSIBLE CITY OFFICE.

APPLICATION AND SUPPORTING DOCUMENTATION – APPLICANTS MUST SUBMIT ORIGINAL OF ALL SUPPORTING DOCUMENTS, WHICH WILL BE COPIED BY THE WILLOUGHBY HILLS STAFF, SIGNED AND THE ORIGINALS RETURNED TO THE APPLICANT.

- 1.) VALID OHIO DRIVING LICENSE (WHERE REQUIRED)
- 2.) EDUCATION CERTIFICATES AND DIPLOMAS
- 3.) PROFESSIONAL LICENSES AND CERTIFICATES
- 4.) MILITARY RECORDS
- 5.) MEDICAL EXAM – FOR APPROPRIATE PENSION SYSTEMS
- 6.) AGILITY AND FITNESS TEST RESULTS
- 7.) OTHER

SELECTION PROCESS AND CONDITIONAL OFFER

- 1.) INTERVIEW OF PROSPECTIVE CANDIDATES BY DEPARTMENTAL TEAM INCLUDING ANTICIPATED SUPERVISOR, POTENTIAL CO-WORKER AND/OR A CSC REPRESENTATIVE
- 2.) A SECOND INTERVIEW, IF REQUIRED, WILL BE CONDUCTED BY THE DEPARTMENT HEAD AND THE HIRING AUTHORITY
- 3.) SELECTION OF FINALIST
- 4.) REVIEW AND OVERSEE THE VALIDATION OF ALL CREDENTIALS AND REFERENCES BY CSC
- 5.) CONDITIONAL OFFER SHEET PREPARED BY HUMAN RESOURCES AND SUBMITTED FOR APPROVAL BY THE HIRING AUTHORITY.

- 6.) IF APPLICABLE, ACCORDING TO SECTION 3.15 OF THE CHARTER OF WILLOUGHBY HILLS, A CONDITIONAL OFFER MUST BE APPROVED BY THE CITY COUNCIL.
- 7.) LETTER OF CONDITIONAL OFFER OF EMPLOYMENT ISSUED BY HIRING AUTHORITY. OFFERS FOR UNCLASSIFIED POSITIONS MUST INCLUDE A WRITTEN STATEMENT OF "EMPLOYMENT CONDITIONS FOR UNCLASSIFIED SERVICE".

PRE-EMPLOYMENT REVIEW AND FINAL VETTING CHECK, AS REQUIRED BY THE JOB DESCRIPTION:

- 1.) BCI AND BACKGROUND CHECK
- 2.) DRUG TEST
- 3.) PSYCHOLOGICAL TEST
- 4.) TRUTH VERIFICATION TEST
- 5.) OTHER TESTING, AS NEEDED
- 6.) FINAL VETTING REVIEW BY CSC
- 7.) NOTIFICATION OF FINAL VETTING ACCEPTANCE SUBMITTED TO THE APPOINTING 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 of Employment, 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 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 Willoughby Hills Civil Service Commission, oral interview with Board consisting of Department Head and staff member(s) and/or a member of Willoughby Hills Civil Service Commission (if requested by the Appointing Authority). An approved agility test (within last three years) or
- Active commissioned service, as approved by Willoughby Hills 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 Willoughby Hills 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 the Willoughby Hills Civil Service Commission

Part-time Personnel: As per written procedure on file with the Willoughby Hills Civil Service Commission. Firefighter Certification NFPA II 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 1 year) 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 Willoughby Hills Police Department (Detective) background checks and truth verification; employment history verification; as per written procedure on file with Willoughby Hills 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 Willoughby Hills Police Department (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 Willoughby Hills Police Department (Detective) background checks and truth verification; interview by Appointing Authority or Department Head, documented or otherwise witnessed by Willoughby Hills Civil Service Commission.