

CITY OF BROOKLYN

An Equal Opportunity Employer

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POSITION DESCRIPTION

Position Title:	Civil Service Commission Member	Employee Name:	
Class Title:	Civil Service Commission Member	Class Number:	
Dept./Div.:	Civil Service Commission	Civil Service Status:	N/A
Reports to:	N/A	FLSA Status:	Exempt

JOB RESPONSIBILITIES:

Appointed by the Mayor for a term of six (6) years, attends regularly scheduled meetings once a month (and special meetings as necessary) to administer the Civil Service Rules for the City of Brooklyn; etc.

QUALIFICATIONS:

Graduation High School or possession of G.E.D, or any combination of skill, experience, and training which provides the required knowledge, skills, and abilities to perform the essential functions of the position.

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

- 40-50% 1. Attends monthly Civil Service Commission meetings to conduct regular business (e.g. reviews requests from Mayor to fill classified positions; approves minutes of prior meetings; etc.)
- 5-10% 2. Prepare, conduct, and grade or assign a person to prepare, conduct, and grade all examinations for positions in the classified service as necessary; prepare and maintain eligible lists containing the names, scores, and rankings of all persons qualified for positions in the classified service; etc.
- 5% 3. Prescribe, amend, and enforce rules for the classification of positions in the civil service of the City (e.g., for examinations for and resignations from positions; for appointments, promotions, removals, transfers, layoffs, suspensions, reductions, and reinstatements to those positions; and for standardizing positions and maintaining efficiency; etc.)
- 5-10% 4. Reviews and classify positions in the service of the City of Brooklyn, Ohio; maintains table of organization; etc.
- 5-10% 5. Conducts or reviews research and makes or directs investigations; analyzes civil service rules and renders opinions; drafts or reviews the drafting of orders and other documents related to civil service appeals and determinations; appoints hearing officers and reviews opinions; etc.
- 5% 6. Maintains contact with City personnel/departments, the general public, and various government agencies/officials in order to obtain or disseminate information related to operation of civil service rules within City.
7. Maintains licenses and certifications as required, if any.
8. Demonstrates regular and predictable attendance at regular meetings; attends special meetings as required.

Date Adopted: _____
Date Revised: _____

Developed by:
Clemans, Nelson & Associates, Inc.

{11/24/2014 PDBKNCI00162630.DOC}

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9. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Knowledge of: City Civil Service Rules and Regulations;* City personnel rules and regulations;* City charter;* legal terminology; English grammar and spelling; records management.

Skill in: computer operation; use of modern office equipment.

Ability to: define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; compile and prepare reports; write and/or edit documents for publication; use proper research methods to gather data; develop complex reports; write briefs; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; cooperate with co-workers on group projects.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, computer software, printer, copy machine, fax machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially upset persons; may be required to work irregular hours; etc.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My signature below signifies that I have reviewed and understand the contents of my position description.

(Employee Signature)

(Date)

Date Adopted: _____

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