

**MINUTES OF THE REGULAR MEETING OF THE
CITY OF BROOKLYN CIVIL SERVICE COMMISSION
WEDNESDAY, AUGUST 15, 2018 5:00**

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

MEMBERS PRESENT: Chairman Joe Magrey and Commissioner Rivera.

MEMBERS ABSENT: Commissioner Larry Hull.

MOTION by Chairman Magrey, second by Commissioner Rivera to approve the minutes of the regular meeting held Wednesday, July 18, 2018.

VOTE RESULTED: Yeas – Magrey and Rivera. Nays – None.

Acting Secretary Haig reviewed the information and packet for the Entry Level Police Patrol Officer Examination scheduled for Monday, September 24, 2018. The ad will appear on Cleveland.com and the City of Brooklyn website beginning on Monday, August 20 through September 14, 2018. Applications will be available and able to be returned Monday, August 27 through 4:00 pm Friday, September 14, 2018. After review of the packet, **MOTION** by Chairman Magrey, second by Commissioner Rivera to proceed.

VOTE RESULTED: Yeas – Magrey and Rivera. Nays – None.

The Commission received correspondence from Mara Rybak, Assistant Treasurer for the Brooklyn City School District regarding testing for a 5 hour per a day secretarial position. Chairman Magrey gave a synopsis of the testing procedures that need to be followed by the Board of Education. The Commission would like the School District to have a formal process to ensure that all tests are recorded properly and same criteria is applied to all applicants unbiasedly. After further discussion, **MOTION** by Chairman Magrey, second by Commissioner Rivera to allow the Brooklyn City School District to post the examination notice for the 5 hour secretarial/office support position, provide the Civil Service Commission with a copy of the notice and criteria for scoring of candidates.

VOTE RESULTED: Yeas – Magrey and Rivera. Nays – None.

MOTION by Chairman Magrey, second by Commissioner Rivera to waive Rule XII, Section 4 (b) requiring the publishing of notice of examination in (2) consecutive issues of a newspaper of general circulation and notification to the Clerk of the Common Pleas Court of Cuyahoga County, Ohio. The ad will appear on Cleveland.com and the Brooklyn City School District website from Friday, August 17, 2018 through Tuesday, September 4, 2018. Additional posting may be sent to other organizations.

Mara also informed the Commission of the possibility of an upcoming Custodial examination.

The Commission received correspondence from the Mayor requesting permission to post and administer an examination for the position of Part-Time Exercise Instructors (YOGA) at the Recreation Center. After further discussion, **MOTION** by Chairman Magrey, second by Commissioner Rivera to waive Rule XII, Section 4 (b) requiring the publishing of notice of examination in (2) consecutive issues of a newspaper of general circulation and notification to the Clerk of the Common Pleas Court of Cuyahoga County, Ohio for the hiring of part-time exercise instructors (YOGA). The Commission further grants permission to the appointing authority to develop the public notice for said positions and to hire this positions through the process of resume ranking and/or structured interview.

VOTE RESULTED: Yeas – Magrey and Rivera. Nays – None.

There being no other business to come before the Commission, **MOTION** by Commissioner Rivera, second by Chairman Magrey to adjourn.

Meeting adjourned at 6:07 pm.