

**MINUTES OF THE REGULAR MEETING OF THE
CITY OF BROOKLYN CIVIL SERVICE COMMISSION
WEDNESDAY, MARCH 22, 2017 5:00**

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

MEMBERS PRESENT: Chairman Joe Magrey and Commissioner Larry Hull.

MEMBERS ABSENT: Commissioner Michelle Rivera.

MOTION by chairman Magrey to approve the minutes of the regular meeting held Wednesday, January 18, 2017 at 5 pm.

VOTE RESULTED: Yeas – Magrey. Abstain – Hull. Nays – None.

Human Resources Consultant, Kevin Shebesta present the Commission the position description for the newly created position of Part-time Recreation Center Program Coordinator. Mr. Shebesta explained the background for the position and further stated that this position would not be part of any collective bargaining unit. He also went over the process followed for a structured interview versus a formal written examination. After further discussion, **MOTION** by chairman Magrey, second by Commissioner Hull to place the newly created position of Part-time Recreation Center Program Coordinator in the classified service.

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

Human Resources Consultant, Kevin Shebesta also requested that the Commission consider waiving the requirement of placing the ad for upcoming recreation center part-time positions, including this newly created position in a traditional newspaper. Mr. Shebesta noted that it has become common practice for electronic posting of positions and that this has not prohibited an adequate amount of applicants in the past. After further discussion, **MOTION** by Chairman Magrey, second by Commissioner Hull 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 2017 hiring of part-time recreation center program coordinator, lifeguards, water safety instructors (WSI), baseball workers, part-time maintenance, pool attendants, sport court attendants, day camp counselors, soccer workers, and cashiers. The Commission further grants permission to the appointing authority to develop the public notice for said positions and to hire these positions through the process of a structured interview.

Chairman Magrey informed the Commission that their main focus this year will be to complete the Class Plan for all positions within the City. It is anticipated that there will be no testing this year due to budgeting and financial constraints due to the loss of American Greetings. Mr. Shebesta noted that he has been working on position descriptions and a sample class plan for the Commission's review. He also noted that he should have this ready to present for the May 17, 2017 Civil Service Meeting.

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

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

Meeting adjourned.