

**MINUTES OF THE SPECIAL MEETING OF THE
CITY OF BROOKLYN CIVIL SERVICE COMMISSION
MONDAY, MARCH 4, 2019 5:00**

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

MEMBERS PRESENT: Chairman Joe Magrey and Commissioner John Patta.

MEMBERS ABSENT: Commissioner Michele Rivera.

The purpose of this special meeting is discussion of the vacancy of the part-time position of Pupil Services Secretary for the Brooklyn City School District. Paula Jones, Director of Pupil Services was also present. The School District posted the position internally and received no responses. After discussion, **MOTION** by Chairman Magrey, second by Commissioner Patta 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 a Part-time Pupil Services Secretary for the Brooklyn City School District. The Commission further grants permission to the appointing authority to develop the public notice for said position and to hire this position through the process of resume ranking and/or structured interview. The School District will receive applications, rank them and return to the Commission for an Eligibility List and Certified Eligibility List for hiring.

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

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

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

Meeting adjourned at 5:15 pm.