

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE COMMISSION
JULY 7, 2025

The regular meeting of the Civil Service Commission was called to order on July 7, 2025, at 4 p.m. in the Council Chamber, with Chairman Polinko presiding.

Present: Chairman John Polinko, Vice-Chairman Richard Tayek, Secretary William Albrecht, and Clerk Valerie Rosmarin.

Also Present: HR Director Lynn Kernya and Police Chief Caleb Robinson.

1. Approval of Minutes

Motion: Chairman Polinko moved to approve the minutes of May 5, 2025, and June 2, 2025. Seconded by Vice-Chairman Tayek. Motion passed 3-0.

2. Police Department

- Entry Level Police Officer Eligibility List

The examination was administered on June 18, 2025, by Clancy & Associates. A total of 27 applications were filed; 26 applicants were tested, of which 22 passed and 4 failed. One applicant was disqualified for tardiness. No protests were submitted, and no requests were made to review scored examinations.

The Commission reviewed the results and approved the DD214s, as submitted.

Motion: Chair Polinko moved to certify the Eligibility List for Police Officer for one year (July 7, 2025, through July 6, 2026). Seconded by Secretary Albrecht. Motion passed 3-0.

3. Public Works Department

- Laborer Eligibility List

The examination was administered on June 18, 2025, by Clancy & Associates. A total of 17 applications were filed; 14 applicants were tested, of which 12 passed and 2 failed. One applicant reviewed his exam and was satisfied with the results.

Motion: Chair Polinko moved to certify the Eligibility List for Public Works Laborer for one year (July 7, 2025, through July 6, 2026). Seconded by Secretary Albrecht. Motion passed 3-0.

- Engineering Technical Aide I (ETA I) Exam Update

After receiving only one application from a 30-day posting on Cleveland.com, the Commission discussed placing an advertisement on Fox 8 News. HR Director Kernya reported favorable results using Fox 8's "Job of the Day" platform and recommended its use.

Motion: Chairman Polinko moved to reallocate \$500 authorized for the advertisement of the Public Works Department Engineering Technical Aide I Exam on Cleveland.com to Fox 8 News. Seconded by Secretary Albrecht. Motion passed 3-0.

4. Civil Service Rule 14, Section C

The Commission reviewed the proposed amendment to Rule 14, Section C, regarding lateral rules and the implementation of a point system to rank lateral applicants based on their qualifications, as vetted by Law Director Ebert. Following discussion, the Commission agreed to the following revision:

"Must ~~not have~~ **disclose** ~~separated~~ **separation** from a current or present law enforcement position because of a disciplinary issue or to avoid a disciplinary action; and.."

Motion: Chairman Polinko moved to approve the revisions to Civil Service Rule 14, Section C, and to forward them to Council for their approval. Seconded by Vice Chairman Tayek. Motion passed 3-0.

5. Change to Confirmation Process by Council

Clerk Rosmarin reported that, based on the recommendation of the Human Resources Committee, Council will no longer confirm classified appointments. For more than 50 years, the City has confirmed Mayoral appointments of full-time employees, both classified and unclassified. However, after reviewing the process, it was determined that the City Charter only requires confirmation of Department Heads. Therefore, confirmations of other full-time employees are unnecessary. Classified appointments will continue to be approved by the Civil Service Commission in accordance with ORC 9.41.

Action: The Commission will discuss the appointment process and request that Law Director Ebert respond to a prior request for a legal review of the payroll certification process.

The meeting adjourned at 4:41 p.m.

/s/ Valerie E. Rosmarin

Valerie E. Rosmarin, Civil Service Clerk

