

AN ORDINANCE AMENDING THE RULES OF THE CIVIL SERVICE COMMISSION
AND DECLARING AN EMERGENCY.

WHEREAS, it has been recommended by the Civil Service Commission and the Human Resources Committee of Council that revisions be made in the Civil Service Rules;

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF
THE CITY OF AVON LAKE, STATE OHIO

Section No. 1: That Rule 8 of the Rules of the Civil Service, is hereby amended as follows:

RULE 8
IDENTITY OF EXAMINEES CONCEALED

~~Identification Number. The identity of all persons taking a competitive assembled examination shall be concealed from the examiners by the use of an identification number, which shall be used on all examination papers and the candidate's application form when he presents himself for examination. This number shall be used from the beginning of the examination until the papers have all been rated. Any papers bearing the name of the applicant or any other identification mark shall be rejected and the candidate so notified.~~

- (A) Except as specifically set forth in B below, the identity of all persons participating in a competitive examination shall be concealed from the examiner(s) by use of an identification number, which shall be used on all examination papers and the candidate's application when they present themselves for examination. The identification number shall be used from the beginning of the examination until all papers have been rated. Any papers bearing the name of the applicant, or any other identification mark shall be rejected and the candidate so notified of disqualification.
- (B) The identities of all candidates participating in a competitive examination by structured interview shall be concealed from all persons except the Commission and the examiner(s), who shall maintain the identities as confidential until the candidate's examination has been rated. Should a candidate's name be revealed prior to the examination being rated, the examination shall be disqualified, and the candidate so notified of disqualification.
- (C) It shall be the responsibility of the examiner to immediately report any reason that may exist between a candidate and themselves for recusal and report such reasons to the Commission. The Commission shall promptly determine if recusal of the examiner is required and take any additional action deemed necessary.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity to establish an effective method of evaluating candidates and clarifying Civil Service requirements to ensure the best hiring practices for the smooth operation of City departments, thus safety, health, and welfare of the public. Therefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

1st reading: 10/23/2023

2nd reading:

3rd reading:

PASSED: 11/13/2023

/s/ Martin E. O'Donnell

President of Council

POSTED: 11/17/2023

APPROVED: 11/14/2023

ATTEST: /s/ Valerie E. Rosmarin

Clerk of Council

/s/ Gregory J. Zilka

Mayor