



## SHAKER HEIGHTS

### Civil Service Commission Agenda Via Conference - Zoom Friday, April 14, 2023, 9:00 a.m.

This meeting is being held remotely (Zoom) pursuant to Chapters 113 and 115 of the Codified Ordinances (as amended in Ordinance 22-28), and Resolution 22-29, enacted on March 22, 2022.

Join the Zoom webinar as a viewer or listener from a PC, Mac, iPad, iPhone or Android device. Join online at <https://us06web.zoom.us/j/86084571942?pwd=dG9yWDQ5UHZBMVVXYIBwcFNEWnY3Zz09>

Password: 33553400; Description: Civil Service Commission; or join by phone at 833-548-0282 (toll free); Webinar ID: 860 8457 1942 , International numbers available at <https://zoom.us/u/at2uk02hE>

#### 1. Approval of 12/16/22 Meeting Minutes

Documents:

[MINUTES 12-16-22.PDF](#)

#### 2. Update on Fire Lieutenant Promotional Exam

#### 3. Update on Police Lateral hiring

#### 4. Recommendation to remove the following candidates from Police Lateral Eligibility List

- Isaac Jones
- Brandi Brown

Documents:

[CIVIL SERVICE COMMISSION RECOMM. REMOVAL MEMO 4-10-23.PDF](#)

#### 5. Next Meeting

To request an accommodation for a person with a disability, call the City's ADA Coordinator at 216-491-1440, or Ohio Relay Service at 711 for TTY users.



**Civil Service Commission Minutes  
Via Zoom Webinar  
Friday, December 16, 2022 at 3:00 P.M.**

**Members Present:** Sandra I. Kiely, Chairperson  
Ronald Fountain, Commissioner  
Sandra Middleton, Secretary and Director of Human Resources

**Others Present:** Jeri Chaikin, Chief Administrative Officer  
Jeffrey DeMuth, Chief of Police  
Patrick Sweeney, Chief of Fire  
Tim Grafton, Police Sergeant

The meeting was called to order by Chairperson Kiely at 3:00 p.m.

**Approval of November 28, 2022 Meeting Minutes**

The November 28, 2022 meeting minutes were unanimously approved.

**Certification of the Police Lieutenant Eligibility List**

Sandy Middleton stated the assessment center was worth 60% and the written examination was worth 40%. The overall scores were reviewed. Chief DeMuth stated there are currently no positions open and it would be up to the new Chief. The seven scores for Police Lieutenant Eligibility List were approved by the Commission.

**Certification of the Police Sergeant Eligibility List**

For the Police Sergeant position, 14 people took the written examination and 11 people went on to the assessment center. It was limited to 10 people, but we had 11 due to a tie. Commission Member Fountain asked for clarification regarding the ties and total scores. Sandy Middleton stated that with the assessment center being 60% and the written portion being 40%, after those were weighted, there are no ties in the final scoring. Chief DeMuth stated there is one opening for Sergeant under the present configuration. The eleven scores for the Police Sergeant Eligibility List were approved by the Commission.

**Recommendation and Approval of Testing Company for Fire Lieutenant Promotional Examination**

Chief Sweeney stated the promotional reading list was approved in November and that list has been provided to those eligible. There are two companies that will author and administer the written examination: Ohio Fire Chiefs Association and Clancy and Associates. Retired Chief Tom Talcott custom wrote these tests based on the books selected. We've used him for a long time and he's a highly respected Fire service leader in Ohio. Based on the past successes working with the Ohio Fire Chiefs and the good

**CITY OF SHAKER HEIGHTS**

3400 Lee Road Shaker Heights, Ohio 44120 P 216.491.1400 F 216.491.1465 Ohio Relay Service 711  
**shakeronline.com www.shaker.life**

results we've gotten out of them, the Chief would like to continue working with them. There are 15 to 17 people that he anticipates taking the test.

The Commission approved the Ohio Fire Chief's Association for the written examination portion of the Fire Lieutenant Promotional Exam.

Chief Sweeney explained that the Ohio Fire Chiefs has multiple divisions. They put together a panel of chiefs in the state that are highly respected and would not send chiefs local to the area, so they wouldn't know any of our candidates. If awarded, they'll sit down with some command staff here and ask us about what to focus on during the assessment process (e.g. personnel exercise, a fire problem that may occur in a structure in Shaker Heights, qualifications exercise, and a presentation exercise). Each candidate is provided a profile report with feedback on each exercise so they know what to do to further improve as they move forward in their fire service career.

The group discussed clarified the details of the cost. The number is based on 15 candidates going to the assessment center for a total of \$15,700.

The Commission approved the Ohio Fire Chief's Association for the assessment portion of the Fire Lieutenant Promotional Exam. The testing will likely be done at the end of March.

### **Recommendation and Approval of Weights for Fire Lieutenant Promotional Examination**

The proposed weight is 60% for the assessment center and 40% for the written exam. The Commission approved the proposed weight.

### **Recommendation to not limit the number of Fire Lieutenant candidates advancing to the assessment center**

Chief Sweeney explained that it's not only a promotional process, it's a professional development opportunity as well for these individuals. The department takes the profile report pretty serious and tries to help the candidate improve certain skills where they didn't perform well. This helps candidates that really want to move forward in their career. There will be three or four openings for Lieutenant in the two years that this eligibility list lasts. The Chief stated that there are about 25 people eligible to take the exam, but there are senior member in the department that most likely will not take the exam. There is a well-rounded group of candidates expected to take the exam.

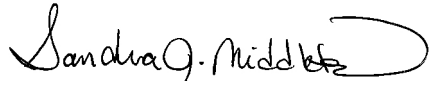
The Commission approved not limiting the number of Fire Lieutenant candidates advancing to the assessment center.

### **Schedule Next Meeting Date and Time**

Another meeting does not need scheduled at this time, but the City will send a Doodle poll when the need arises next.

Sandy Middleton stated that this is Chief DeMuth's last meeting. Part of his legacy here is changing those civil service rules so we can now do lateral police entries, which is a game changer for us. Chairperson Kiely stated it was a joy working with him and the Fire Chief with their professionalism and commitment.

Chairperson Kiely adjourned the meeting at 3:35 p.m.

A handwritten signature in black ink that reads "Sandra Q. Middleton". The signature is written in a cursive style with a large, sweeping flourish at the end.

---

Sandra Middleton, Secretary  
Civil Service Commission



## Memorandum

To: Members of Civil Service Commission  
From: Sandra Middleton, Director of Human Resources  
cc: Mayor David E. Weiss  
Chief Administrative Officer Jeri E. Chaikin  
Date: April 10, 2023  
Re: Recommendation to remove candidates from the Police Lateral eligibility list

---

Section 6.3 of the Civil Service Rules states, “If at any time after the creation of an eligible list the Commission has reason to believe that any person whose name appears on such list is disqualified for appointment because of incapacity developed subsequent to his or her examination, because of false statements made in the application or for other just and reasonable cause, said person shall be notified and given an opportunity to be heard. If said person shall fail to appear for such hearing, or it is established at such hearing that said eligible is disqualified or incapacitated for appointment, his name shall be removed from the eligibility list.”

The City is requesting to remove two candidates from the Police Lateral eligibility list for reasons that are thought to be just and reasonable. The City is recommending removing the following candidates from the Police Lateral eligibility list:

- ❖ Isaac Jones
- ❖ Brandi Brown

Candidates were notified via email of their right to appear before the Civil Service Commission.

The City will ask the Commission to remove both candidates from the Police Lateral eligibility list. The removal of the names from the eligibility list will allow the City to add additional names to the certified top 20.