

City of  
**Mayfield Heights**

**Civil Service Commission**

Tuesday, April 12, 2016

5:30 P.M.

**Minutes**

Ms. Gallo called the meeting to order at 5:37 P.M.

**ROLL CALL**

**Present:** Ms. Veronica Gallo, Mr. William Hite.

**Also Present:** Ms. Tammy Clines, Commission Secretary.

**APPROVAL OF MINUTES**

Mr. Hite motioned to approve the minutes amended dated March 1, 2016, seconded by Ms. Gallo. All in favor; motion carried. **Minutes dated March 1, 2016 approved.**

**DISCUSSION**

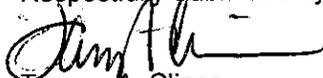
The Commission reviewed several entry level advertisements for fire and police entry tests advertised on line at Cleveland.com. The purpose of the review was to examine the content of the advertisement including the requirements, extra credit, fee for application, application process, and salary. The Commission found that the city's requirements, extra credit, and fee for application are in line with the other cities. The application process of the other cities was shorter than Mayfield Heights', and the other cities advertised salaries where Mayfield Heights has only advertised a salary once for the experienced police officer test in 2015.

Additionally, other cities have a shorter application process time. The Commission discussed this and decided to shorten the application process time to 2-3 weeks depending on the test. The last topic discussed was adding a 2"x2" photo requirement when returning the application. The Commission agreed to add the photo into the application return process.

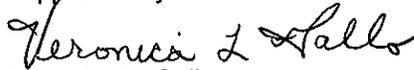
There being no further business, Mr. Hite motioned to adjourn; seconded by Ms. Gallo. All in favor; motion carried. **Meeting adjourned 6:30 PM.**

*The next Civil Service meeting will be moved to Tuesday May 24, 2016 at 5:30 P.M. in Council Caucus.*

Respectfully Submitted by:

  
Tammy A. Clines  
Secretary

Approved by:

  
Veronica L. Gallo  
Chairman