

DEPARTMENT OF PORT CONTROL

Notice of City of Cleveland Requirements

This notice is to advise of an employment requirement that have the ability to affect your employment with the City of Cleveland.

In City government, a body called the Civil Service Commission ensures the qualifications of and certifies personnel in the classified services for the City of Cleveland. Among other duties, it is responsible for:

- Testing and certification of all individuals in the classified service; and

In the area of testing, the Commission conducts fair and valid examinations based on job responsibilities and qualifications to identify qualified candidates for employment. Meaning, it conducts job analyses and develops and prepares examinations; and tests candidates, grades examinations, and notifies individuals of the results. Per Civil Service rules, all classifications are tested via competitive and non-competitive tests. Employees taking competitive examinations are required to achieve at least a 70% passing grade. The Commission, after grading competitive tests, establishes eligible lists. Employees on eligible lists are subject to the one-in-three rule. This means that if there is a vacancy, the appointing authority receives from civil service the three highest graded candidates. It is from this list of three that the appointing authority chooses the candidate. If employees do not pass the test for their classification, their employment with the City of Cleveland may be terminated.

For more information, questions or comments, please:

Visit the Civil Service Commission website at

<http://www.city.cleveland.oh.us/government/departments/civilservice/civilserviceind.html>

Call the Department of Port Control's Personnel Section at (216) 265-6013 or call the Department of Personnel (at City Hall) at (216) 664-2493.