

PUBLIC NOTICE

Civil Service Commission Final Publication of Rule Amendment(s) 1.00, 4.00, 6.00, 10.00 & 11.00

Adoption of the Rule(s) Amendment was heard & approved at the Public Civil Service Commission Meeting held on June 12, 2026.

15.10 Authorized:

The Commission shall have power to change, amend, revoke or modify these rules, or any rule herein or any part thereof, by a majority vote of the Commission provided one week of notice of such proposed change, together with the text of the proposal shall be given by publication in the City Record and by posting on the bulletin board in the office of the Commission.

RULE 1.00: ORGANIZATION AND STAFF

1.50 Records

There shall be maintained in the office of the Commission the following records held in paper or electronic form, as appropriate:

1. **Original Entrance** A cumulative record for each person making application for entrance to a competitive or non-competitive examination. Among other things this record shall contain the applicant's name, address, birthdate, title of examinations applied for, and the results of each examination.
2. **Applications** All applications of those persons passing an examination shall be kept on file during the life of the eligible list. The most recent application of those currently employed is to be kept on file.
3. **Labor Class Registration** Forms used by applicants in registering for positions in the labor class. Among other things, this form shall contain the registrant's name, date of birth, and place of birth, address, registration number, and titles of all positions for which registration was accepted.
4. **Registration Books** a continuous record of all labor class registration numbers issued. Among other things, this record shall show the name of all registrants together with the titles of position for which registration was accepted.
5. **Eligible List Books Competitive Class** an alphabetical listing of all eligible lists established by the Commission. Among other things, this record shall show the name, rank and grade of applicants who obtain passing grades in competitive or non-competitive examinations and the disposition of all eligible certified for appointment.

6. **Eligible List Books Labor Class** A continuous record of all registrants notified to report for examination for positions in the labor class. Among other things, this record shall show the registration number, name, address, and disposition of each registrant for a position in the labor class.
7. **On-Roster/Off-Roster A** record for each employee holding a regular appointment in the classified service. Among other things, this record shall show the name and address of the employee holding a regular appointment title of position held, date of appointment and all subsequent personnel transactions and/or type of termination of employment.
8. **On-Payroll/ Off-Payroll** A record of each employee in the service regardless of type of appointment held. Among other things, this record shall show the employee's name, address, title of position, type of appointment and all subsequent personnel transaction and/or type of termination of employment.
9. **Letter File** A record of all official correspondence relative to currently employed individuals.

1.60 Preservation of Records

1.80 Notification via Electronic Means

Any of these Rules that require notification or service via ordinary, registered, or certified U.S. Mail to any person or entity, including but not limited to applicants, eligibles, employees or others, such notice may be provided via electronic means, including email sent to the last email address provided to the Commission and/or staff.

RULE 4.00: EXAMINATIONS

4.10 *Examination Information*

4.20 *Types of Examinations*

Competitive and promotional examinations shall consist of one or more of the types set forth in Rules 4.20-A through 4.20-G for the purpose of evaluating the fitness of applicants for appointment. The type of examination for each position shall be determined by the Director and/or Assistant Director of the Commission as approved by the Commission.

4.20-A Written Examinations (traditional pencil-paper)

A written examination may be either computerized or traditional pencil-paper and may include all or part of the following: An objective type examination designed to test the applicant's familiarity with information and material which could reasonably be expected of applicants for the position; standard knowledge or aptitude tests; and written responses on one or more subjects dealing with problems encountered within the classification.

4.20-B Performance Examination

A performance examination may include such test of performance as will determine the ability and manual skill of applicants to perform the work involved within the classification.

4.20-C Physical Examination

A physical examination may consist of tests of muscular strength, agility, endurance, and coordination of the applicant. This type of examination may be weighted as part of the overall examination or administered as a pre-employment assessment to determine whether applicants meet the required minimum standards for continued consideration.

4.20-D Medical Examination

A medical examination shall consist of an examination administered by a licensed physician designated by the Commission to determine the physical condition of the applicant. The physical qualities to be examined shall be relevant to the duties of the position. A psychological and/or psychiatric examination shall consist of an examination administered by a licensed psychologist and/or psychiatrist designated by the Commission to determine the condition of the applicant.

4.20-E Experience Evaluation

An experience evaluation shall assess an applicant's education, training, and relevant work experience for the classification. The evaluation shall be based on information provided in the application and required credentials, subject to Commission verification

4.20-F Oral Examination

An oral examination shall consist of an evaluation by subject matter expert(s) who shall determine applicant's merit and fitness for employment in the classification. This type of examination may be used in either open competitive or promotional examinations.

4.30 Conducting of Examinations

Examinations shall be conducted by Commission staff examiners and, when appropriate, the Commission may designate special examiners as their designee. Applicants shall be required to provide proof of identity prior to admission to any written, performance, physical, medical, psychological, or oral examination.

Where identification requires the production of documentation, notice of such requirement shall be included in the examination announcement. Refusal to provide the required proof of identity shall be cause for exclusion from the examination.

Whenever time limits are established for the completion of an examination or any part thereof, notice of such limits shall be provided at the beginning of the examination or applicable portion.

No applicant shall be admitted to a written examination after the scheduled commencement time. Applicants scheduled for performance or oral examinations must be present at the appointed time in order to participate.

Any applicant who attempts to gain an unfair advantage during an examination, including assisting themselves or others through communication with other applicants or use of unauthorized materials, shall be dismissed from the examination and disqualified. Any applicant who fails to appear for any part of an examination shall be excluded from further consideration.

Individual examination types shall be conducted in accordance with Rules 4.30-A through 4.30-F.

4.30 –A Written Examination

Written examinations may be administered in either electronic or traditional paper format and may be scheduled on one or more dates and times within an established testing period, as specified in the examination announcement.

At the start of the examination, each applicant shall be required to complete and sign an identification form containing their assigned examination number and any additional information required by the Commission. Applicants shall be required to provide proof of identity prior to admission.

The identity of applicants shall remain confidential during the grading process through the use of assigned examination numbers on all examination materials. Any materials linking applicant identities to examination numbers shall remain secured and shall not be accessed until all examination materials have been graded.

Examinations may be administered and managed by Commission staff, consultants, or designated examiners, and shall be subject to all requirements established by the Commission, including, but not limited to, applicant identity verification and examination security.

The Commission may require a thumbprint and/or signature on examination materials and/or the application for purposes of identity verification.

4.30-B Performance Examination

Performance examinations shall be administered at the times and locations designated by the Commission. Comparable tasks shall be assigned to all applicants competing in the same examination. Such examinations shall be conducted by Commission staff and, when necessary, assisted by examiners designated by the Commission.

4.30-C Physical Examination

Physical examinations shall be administered at the times and locations designated by the Commission. Comparable tasks shall be assigned to all applicants competing in the same examination. Such examinations shall be conducted by Commission staff and, when necessary, assisted by examiners designated by the Commission.

4.30-D Medical Examination

Where required, medical examinations shall be administered by medical examiners designated by the Commission. Only applicants who achieve a passing score on the composite of all other examination components shall be required to undergo a medical examination.

Medical examinations may be conducted as a pre-employment requirement. Only applicants who meet the prescribed medical standards shall be eligible for appointment.

Applicants who do not meet the required medical standards may, within five (5) working days of notification, request a hearing before the Commission. Notification may be provided by email, U.S. Mail, or any other method deemed appropriate by the Commission.

4.30-E Oral Examination

Oral examinations shall be administered by a panel of examiners selected by the Commission based on their knowledge of the requirements for success in the classification. Examinations shall be conducted at times and locations designated by the Commission.

4.30-F Psychological and/or Psychiatric Examination

Where required, psychological and/or psychiatric examinations shall be administered by licensed examiners designated by the Commission. Only applicants who achieve a passing score on the composite of all other required examination components shall be required to undergo such examination.

Psychological and/or psychiatric examinations may be conducted as a pre-employment requirement. Only applicants who meet the prescribed psychological and/or psychiatric standards shall be eligible for appointment.

Applicants who do not meet the required standards may, within five (5) working days of notification, submit a written request for a hearing before the Commission. Notification may be provided by email or other methods deemed appropriate by the Commission.

Failure to meet the established standards shall result in disqualification from further consideration. Applicants who are disqualified shall not be eligible to reapply, retake the examination, or be placed on an eligible list for the same classification for a period of one (1) year. The one-year period shall begin on the date of notification or the date of the Commission's decision, whichever is later.

4.40 Rating Examinations

Examinations shall be rated in accordance with the provisions of Rules 4.40A, through 4.40-E.

4.40-A Weights

The weights of the various parts of each examination shall be determined by the Commission in accordance with these rules and shall be applied uniformly in determining each applicant's final grade.

4.40-B Passing Grade

Examinations are scored on a 100-point scale. A minimum score of 70 is required to pass, unless otherwise determined by the Commission.

4.40-C Seniority Credit

Where applicable, applicants who achieve passing scores on promotional examinations shall receive additional credit for seniority. Seniority credit shall be based on all regular service in classifications that are lower in rank and within the direct line of promotion.

Seniority credit shall be calculated as follows: one percent (1%) of the total possible examination score for each of the first four (4) years of qualifying service, and six-tenths percent (0.6%) of the total possible score for each of the next ten (10) years of qualifying service.

Service in the Armed Forces of the United States shall be credited toward seniority where such service interrupts regular City employment. No additional credit beyond this provision shall be granted for military service.

Time not credited toward seniority shall include, but is not limited to, leaves of absence other than military leave, time lost due to disciplinary action, and any period during which the employee is not on the City payroll, including absence without leave (AWOL) or layoff.

4.40-D Training and Experience

An applicant's education, training, and/or practical experience that qualifies them for admission to an examination shall be assigned a value equal to seventy percent (70%), or such other percentage as determined by the Commission, of the total weight allocated to this examination component.

When an applicant has education, training, or experience beyond the minimum requirements, additional credit may be awarded. This extra credit will be based on the amount of additional qualifying education, training, or experience, up to a maximum limit established for the examination.

Credit may be awarded for education, training, and experience obtained within or outside of governmental service. All credit for education, training, and experience must be supported by information provided in the candidate's application, either at the time of filing or through subsequent supplementation approved by the Commission.

4.40-E Veteran's Preference Credit

Veterans' preference credit shall apply to any open competitive examination. An applicant who has served on active duty in the Armed Forces of the United States for a minimum of one hundred eighty (180) consecutive days may be eligible for veterans' preference credit upon submission of a DD Form 214 (Certificate of Release or Discharge from Active Duty) verifying length and character of service. Applicants who received an honorable discharge or a general discharge under honorable conditions shall receive five (5) additional points. Applicants who are currently serving on active duty may receive the same credit upon submission of official documentation verifying active service status. Applicants who are honorably discharged and have a service-connected disability rating of fifteen percent (15%) or greater shall receive ten (10) additional points. Veterans' preference points shall be added to the applicant's examination score. Required documentation must be submitted at the time of

application in order to qualify for such credit. If it is later determined that an applicant does not meet the required discharge or eligibility criteria, the Commission may revoke veterans' preference credit and take appropriate action, including removal from the eligible list, in accordance with applicable rules.

4.40 F – Cleveland Municipal School District (CMSD) Preference Credit

An applicant who is a graduate of the Cleveland Metropolitan School District (CMSD) and is participating in an open competitive entrance-level examination, as determined by the Commission, shall receive an additional five (5) points upon achieving a passing score, as established in the examination announcement. Applicants must provide acceptable proof of graduation from a CMSD school at the time of application in order to qualify for this credit.

4.40-G Residency Credit

An applicant who is a bona fide resident of the City of Cleveland at the time of application for an entrance-level civil service examination shall receive an additional ten (10) points upon achieving a passing score, as established in the examination announcement.

Applicants must provide proof of residency at the time of application in a form acceptable to the Commission. Failure to provide such documentation shall result in ineligibility for this credit.

4.50 *Appeal of Examination Questions and Answers*

Following a written examination, the questions and answer key used for scoring will be available to applicants upon written request for three (3) working days. During this period, applicants may submit a written challenge to any answer they believe is incorrect, along with supporting evidence. After this period, no changes or amendments will be accepted. All challenges will be anonymous and will be reviewed by the Commission. If the Commission determines that a revision is warranted, the final answer key will be updated accordingly. Only the final answer key will be used for scoring.

Applicants may request to review their graded examination and submit a written request to correct any clerical errors within three (3) working days of grade notification. This period begins on the day following the issuance of the notification. All requests must be submitted in writing and in accordance with the established guidelines. Grade notifications may be issued by email, U.S. Mail, or any other method deemed appropriate by the Commission. Clerical errors may be corrected by Commission staff with Commission approval.

After the review period has ended, any additional requests for review or grade changes must be approved unanimously by the Commission. Examination materials are not subject to public inspection without a unanimous vote of the Commission.

4.90 *Preservation of Records*

Examination materials, including answer sheets, shall be retained by the Commission in accordance with the applicable record retention schedule and for at least the duration of the eligible list. For examinations administered by a third-party testing service, an/or designee, the retention, ownership, and release of examination materials shall be governed by the terms of the testing agreement and applicable law. Certain materials, including answer keys and test content, may be restricted or not subject to release.

4.60 *Non-Competitive Examinations*

Non-competitive examinations shall be regarded as exceptional and may be held only for positions requiring peculiar and exceptional qualifications of a scientific, managerial, professional, or educational character. Non-competitive examinations shall be of such character as will determine whether or not the applicant possesses the requisite knowledge, ability, and physical qualifications to enable him/her to perform the duties of the position; and he/s he shall be required to attain a qualifying rating, to be fixed by the Commission, in order to become eligible for the position for which he/she is taking a noncompetitive examination. Whenever the Commission deems it advisable, non-competitive examinations may be ordered for any position previously filled by competitive tests.

4.70 *Promotional Examinations*

Examinations for promotion shall be of the same character, conducted in the same manner and the examination papers shall be scored in accordance with the same standards as are prescribed for assembled open competitive examinations.

4.80 *Postponements and Cancellations*

The Civil Service Commission may postpone or cancel any examination because of an inadequate number of applicants, or for other sufficient cause. All such postponements or cancellations with the reason therefore shall be recorded in the Commission's office.

RULE 6.00: CERTIFICATIONS AND APPOINTMENTS

(COMPETITIVE CLASS)

6.10 Notice of Vacancy

Before any position in the classified service shall be filled, the appointing authority shall make a written request of the Commission for the certification of the names of eligibles for such position and shall state whether the employment is to be permanent or temporary, and if temporary, the duration and conditions of employment. Upon receipt of such request, the Commission shall certify to the appointing authority the names, emails and/or addresses of the ten (10) persons standing highest on the eligible list.

This section does not supersede any collective bargaining agreements.

When more than one vacancy exists, the number of names certified shall equal ten (10) for the first vacancy, plus (2) additional names for each vacancy up to and including twenty (20) vacancies. For each vacancy in excess of twenty (20), three (3) additional names shall be certified. The Commission may authorize additional certification of eligibles when warranted.

When there is no eligible list for the exact position to be filled the Commission may certify eligibles from the eligible list most nearly appropriate to the position to be filled.

RULE 7.00 PROMOTIONS

7.10 Determined by Commission

Vacancies above the lowest grade in the classified service shall be filled as far as practicable by the promotion of classified employees. The Commission shall in each case determine whether or not it is practicable to fill a position by promotion and from what classification such promotions shall be made.

When more than one promotional vacancy exists, the number of names certified shall be three (3) for the first vacancy, plus two (2) additional names for each vacancy up to and including twenty (20) vacancies, and three (3) additional names for each vacancy in excess of twenty (20).

If fewer than three (3) names remain on the eligible list, the remaining names shall constitute the eligible list, and the appointing authority shall make an appointment from that list. The Commission may authorize additional certification of eligibles when warranted.

This section does not supersede any collective bargaining agreements.

When there is no eligible list for the exact position to be filled the Commission may certify eligibles from the eligible list most nearly appropriate to the position to be filled.

7.20 Temporary Promotions

In the event a vacancy occurs in a higher position and in the absence of an eligible list therefore, a temporary promotion may be made from among the employees in the next lower classification upon the request by the appointing authority and approval by the Commission, provided, however no such temporary promotion shall continue beyond the

RULE 10.00 GENERAL LABOR CLASS

10.10 Applications and Eligible Lists may be used as Registration List

The general labor class vacancies shall be filled through a registration list. After public notice, that the Commission is accepting applications for vacancies, the applications shall constitute the registration list, all of which shall be forwarded to the appointing authority. Eligible lists may be used as registration lists for applicable vacancies so long as public notice is provided.

10.20 Filling General Labor Class Vacancies

General class vacancies shall be filled in accordance with applicable collective bargaining agreements, Civil Service rules and procedures, and/or public posting or announcement requirements.

Where a collective bargaining agreement governs the filling of a vacancy, the appointing authority shall request certification from an appropriate Eligible List and/or Promotional List. In the absence of an existing Eligible List or Promotional List, the vacancy shall be filled through a public posting and/or Civil Service announcement, as applicable

**Rule 6.10 - Original Appointment
1 and 10 Notice of Vacancy**

# of Vacancies	# of Names Provided	# of Vacancies	# of Names Provided	# of Vacancies	# of Names Provided	# of Vacancies	# of Names Provided
1	10	41	111	81	231	121	351
2	12	42	114	82	234	122	354
3	14	43	117	83	237	123	357
4	16	44	120	84	240	124	360
5	18	45	123	85	243	125	363
6	20	46	126	86	246	126	366
7	22	47	129	87	249	127	369
8	24	48	132	88	252	128	372
9	26	49	135	89	255	129	375
10	28	50	138	90	258	130	378
11	30	51	141	91	261	131	381
12	32	52	144	92	264	132	384
13	34	53	147	93	267	133	387
14	36	54	150	94	270	134	390
15	38	55	153	95	273	135	393
16	40	56	156	96	276	136	396
17	42	57	159	97	279	137	399
18	44	58	162	98	282	138	402
19	46	59	165	99	285	139	405
20	48	60	168	100	288	140	408
21	51	61	171	101	291	141	411
22	54	62	174	102	294	142	414
23	57	63	177	103	297	143	417
24	60	64	180	104	300	144	420
25	63	65	183	105	303	145	423
26	66	66	186	106	306	146	426
27	69	67	189	107	309	147	429
28	72	68	192	108	312	148	432
29	75	69	195	109	315	149	435
30	78	70	198	110	318	150	438
31	81	71	201	111	321	151	441
32	84	72	204	112	324	152	444
33	87	73	207	113	327	153	447
34	90	74	210	114	330	154	450
35	93	75	213	115	333	155	453
36	96	76	216	116	336	156	456
37	99	77	219	117	339	157	459
38	102	78	222	118	342	158	462
39	105	79	225	119	345	159	465
40	108	80	228	120	348	160	468

**Rule 7.10 - Promotional Only
1 and 3 Notice of Promotional Vacancy**

# of Vacancies	# of Names Provided	# of Vacancies	# of Names Provided	# of Vacancies	# of Names Provided	# of Vacancies	# of Names Provided
1	3	41	104	81	224	121	344
2	5	42	107	82	227	122	347
3	7	43	110	83	230	123	350
4	9	44	113	84	233	124	353
5	11	45	116	85	236	125	356
6	13	46	119	86	239	126	359
7	15	47	122	87	242	127	362
8	17	48	125	88	245	128	365
9	19	49	128	89	248	129	368
10	21	50	131	90	251	130	371
11	23	51	134	91	254	131	374
12	25	52	137	92	257	132	377
13	27	53	140	93	260	133	380
14	29	54	143	94	263	134	383
15	31	55	146	95	266	135	386
16	33	56	149	96	269	136	389
17	35	57	152	97	272	137	392
18	37	58	155	98	275	138	395
19	39	59	158	99	278	139	398
20	41	60	161	100	281	140	401
21	44	61	164	101	284	141	404
22	47	62	167	102	287	142	407
23	50	63	170	103	290	143	410
24	53	64	173	104	293	144	413
25	56	65	176	105	296	145	416
26	59	66	179	106	299	146	419
27	62	67	182	107	302	147	422
28	65	68	185	108	305	148	425
29	68	69	188	109	308	149	428
30	71	70	191	110	311	150	431
31	74	71	194	111	314	151	434
32	77	72	197	112	317	152	437
33	80	73	200	113	320	153	440
34	83	74	203	114	323	154	443
35	86	75	206	115	326	155	446
36	89	76	209	116	329	156	449
37	92	77	212	117	332	157	452
38	95	78	215	118	335	158	455
39	98	79	218	119	338	159	458
40	101	80	221	120	341	160	461