

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made and entered into on this 19 day of ~~February~~, 2019, by and between the City of Parma and the Parma Civil Service Commission. This MOU establishes a list of duties and responsibilities which the Parma Civil Service Commission has agreed to delegate to the City of Parma's Human Resources Director.

WHEREAS, the Parma Civil Service Commission has agreed to delegate part of its administrative function to the Parma Human Resources Department, and;

WHEREAS, the goal of this delegation is to better streamline the administrative and adjudicative duties of the Civil Service Commission and the Human Resources Department, and;

WHEREAS, the Civil Service Commission will maintain its quasi-judicial functions pursuant to Section 124.40 of the Ohio Revised Code, and;

WHEREAS, the duties delegated to the Human Resources Department will be strictly administrative in nature;

NOW, THEREFORE, in consideration of the foregoing, the parties mutually agree that the following duties will be delegated from the Parma Civil Service Commission (CSC) to the Parma Human Resources Director (HRD) and all others will be retained subject to further agreement:

1. Administer the bid solicitation process for goods and services, including but not limited to the design and/or administration of civil service examinations. The HRD will make recommendations to the CSC regarding the selection of testing companies, and the CSC shall select a company from proposals submitted by the HRD.
 2. Administer the in-house design and/or administration of civil service examinations at the request of the CSC.
 3. Develop and furnish responses to inquiries, and seek legal opinions from the City Law Director, regarding civil service law and procedures.
 4. Prepare and maintain eligible lists for candidates for classified positions, and present the lists to the CSC for certification.
 5. Receive requests from various City appointing authorities and the Parma City School District, for names from eligible lists to fill classified positions.
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6. Prepare a budget subject to approval by CSC (prior to submission to City Council), oversee payments and expenditures of the CSC, and allocation of equipment and facilities for civil service purposes.
7. Retain original completed examinations in the Human Resources Department during the applicable review period after an examination is administered, and oversee the appropriate review thereof.
8. Oversee the grading of examinations, the tallying of applicant scores, and the notification of applicants regarding same.
9. Oversee, manage and direct CSC employees and Human Resources Department employees in the exercise of all functions delegated herein, and with respect to all personnel matters.

The term of this Memorandum of Understanding shall be for a period of three (3) years beginning April 1, 2013, and may be automatically renewed without further action from either party. Furthermore, both parties reserve the right to rescind and/or modify this Memorandum of Understanding upon thirty (30) days written notice.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands at Parma, Ohio, this 19 day of February, 2013 A.D.

WITNESS:

CITY OF PARMA, OHIO

Kathleen P. Anato

By Timothy J. DeGeeter
Timothy J. DeGeeter, Mayor

WITNESS:

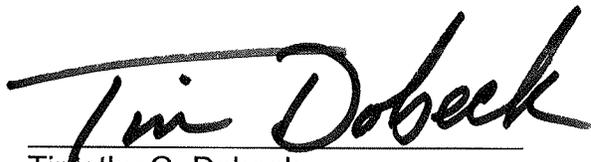
PARMA CIVIL SERVICE COMMISSION

John L. Thomas, Jr.
By John L. Thomas, Jr.
John L. Thomas, Jr., Chairman

By Timothy A. Boyko
Timothy A. Boyko

By Daniel A. Hoffman
Daniel A. Hoffman

The legal form and correctness of the within instrument is hereby approved.

A handwritten signature in black ink that reads "Tim Dobeck". The signature is written in a cursive style with a long horizontal stroke at the beginning.

Timothy G. Dobeck
Law Director, City of Parma

The execution of this agreement is authorized by Resolution No. 67-13 adopted on the ____ day of _____, 2013.

Kenneth Ramser
Clerk of Council, City of Parma