

Green Civil Service Commission

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EXAMINATION PROCESS INFORMATION

Bonus Points

Section 5.6

An application for an entry level position must achieve a minimum passing score of 70% or higher to be awarded bonus points. A maximum of seven (7) bonus points will be added to the score for the following qualifiers:

- a. Two (2) points for current City of Green employees, including seasonal employees who have worked the previous 12 months from the examination date.
- b. Two (2) points if the applicant has been a resident of the City of Green for two continuous years immediately prior to the date of the examination.
- c. Three (3) points if the applicant has been honorably discharged from military service. Proof of honorable discharge shall be supported by Form DD-214.

Notification of Score

Section 5.7

All applicants will be informed of their score by US mail. Applicants will be informed of their final score following the expiration of the appeal period.

Examination Appeal Periods

Section 5.8

Any applicant upon making a written request with the Commission, will have the right to review examination questions and answers within seven (7) calendar days following the exam.

An appropriate time and place for the review will be scheduled. A review will be by visual examination only. The applicant may not copy or obtain copies of the examination questions and/or answers.

Final Score Appeal Period

Section 5.9

After notification of the Final Score and rank, the applicant will have the right to review the examination answers for scoring accuracy. Written notice must be made within seven (7) calendar days from the date of notification. Name certification from the eligibility list will occur only after seven (7) day appeal period or upon the Commission's final determination when an objection has been filed.

The Commission will schedule an appropriate time and place for this review. Such review will be by visual examination only. The applicant may not copy or obtain copies of the examination questions and/or answers.

Objections to Exam and/or Score Section 5.10

At time of review, an applicant may make an objection to the exam answers or the score. Objections must be made in writing and state the reasons for the objection and the corrective action requested. After receipt of the objection and within fourteen (14) calendar days, the Commission will issue its decision and specify the action to be taken. The findings and action of the Commission will be final.

List and Duration of Eligible Candidates Section 6.1

The Commission will maintain an eligibility list of applicants who received a passing score on the examination. The eligibility list will contain the candidate's name and/or identification number and rank.

The eligibility list will be valid for one year from the date it is established. The Commission may, at its discretion, extend the list for up to a maximum of one (1) additional year.

Once an eligibility list has expired, no additional hiring can be made from the list unless the requisition for the position(s) was signed prior to the list expiring. Any positions needing filled after a list has expired will require a new entry level exam to be held and a new eligibility list established.

Name Certification Section 7.1

Upon notice to the Civil Service Commission by the Mayor or designated representative that a vacancy or potential vacancy exists the Commission will certify the names of the highest scoring candidates (see Appendix A – Certification Chart).

The Mayor will appoint candidate(s) to fill the vacancy(s) within sixty (60) calendar days unless the position is no longer vacant, or an extension is granted by the Commission.

**APPENDIX A –
Certification Chart**

Multiple Certification Chart Maximum Ranks to Be Certified (Based on number of positions to fill)	
# of Openings	New Hires
2	11
3	12
4	18
5	19
6	20
7	23
8	24
9	25
10	28