

RESOLUTION NO. 1988-43

A RESOLUTION REPEALING THE PROCESS FOR DIRECT APPOINTMENT AND DIRECT PROMOTION OF EMPLOYEES IN THE CLASSIFIED AND UNCLASSIFIED SERVICES AND AUTHORIZING THE GENERAL MANAGER TO HIRE OR PROMOTE WITHOUT APPROVAL OF THE BOARD OF TRUSTEES

WHEREAS, the Board of Trustees wishes to assure the efficient and orderly operation of the Greater Cleveland Regional Transit Authority; and

WHEREAS, the Board of Trustees recognizes the need to establish responsibility and accountability for the operating performance of the Greater Cleveland Regional Transit Authority in one managerial position, namely that of General Manager; and

WHEREAS, the General Manager needs greater authority over personnel decisions concerning key managerial, professional, technical and supervisory positions which exercise significant control over the resources of the Greater Cleveland Regional Transit Authority in order to fulfill that responsibility; and

WHEREAS, the process of hiring for and promotion to those key managerial, professional, technical and supervisory positions has previously required the involvement of the Personnel Committee of the Board and the approval of the Board as a whole pursuant to Resolution 1981-59.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the General Manager is authorized to directly promote individual employees of the Greater Cleveland Regional Transit Authority to all managerial, professional, technical and supervisory positions, in both the classified and unclassified services, at the Greater Cleveland Regional Transit Authority, which positions are not currently filled, or which shall become vacant, except those which are required by operation of law or contract to be filled by competitive examination.

Section 2. That the General Manager is authorized to directly appoint individuals to all managerial, professional, technical and supervisory positions, in both the classified and unclassified services, at the Greater Cleveland Regional Transit Authority, which positions are not currently filled, or which shall become vacant, except those required by operations of law or contract to be filled by competitive examination.

Section 3. That the General Manager shall make Direct Appointments of individuals not employed by the Greater Cleveland Regional Transit Authority only after justification to the Board of Trustees.

Section 4. That notwithstanding Sections 1 and 2 of this resolution, appointment or promotion to the position of the Director of Internal Audit shall require approval of the Board of Trustees.

Section 5. That Sections 1, 2, and 3 of Resolution No. 1981-59 are hereby repealed.

Section 6. That the sentence

"A non-competitive examination shall not be given except when specifically authorized by action of the Transit Board".

is hereby repealed and shall be deleted from Rule 5.7 of the Merit System Rules.

Section 7. That the following procedure is adopted for the selection of individuals for Direct Appointment or Direct Promotion to currently existing positions in both the Classified and Unclassified Services:

1. All requests to initiate the process of Direct Appointment or Direct Promotion shall be submitted to the General Manager for his approval. These requests must be accompanied by a job description and job requirements, as well as a letter of justification for the action requested.

2. The General Manager shall refer approved requests for Direct Appointments or Direct Promotions to the Personnel Department, which shall develop and post the appropriate announcements. The Announcements will list the job duties, the minimum job requirements, and a request for resumes from interested applicants.

3. At the close of the application acceptance period, the Personnel Department will screen the applications to identify candidates who meet the minimum job requirements.

4. Applicants rejected at this time will be notified in writing of the reason for their rejection within five days of the close of the application acceptance period.

5. The remaining applications will be forwarded to the Department Head, Director, Administrator, Assistant General Manager, Deputy General Manager, or General Manager, who shall have initiated the request.

6. The applications will be reviewed by the party who initiated the request, and applicants rejected after that review will be notified in writing of the reason for their rejection within five days of the close of the review process.

7. The Department Head, Director, Administrator, Assistant General Manager, Deputy General Manager, or General Manager, who shall have initiated the request, will schedule the remaining applicants for interviews.

8. At the completion of the interviews, the Department Head, Director, Administrator, Assistant General Manager, or Deputy General Manager, who shall have initiated the request shall forward to the General Manager the resume of the recommended candidate.

9. If the General Manager concurs in the selection, he shall appoint the candidate.

10. If the General Manager does not concur in the selection, he may either request further information about the candidate, schedule an interview with the candidate, or reject the candidate. If after reviewing the further information or interviewing or receiving feedback from the further interview of the candidate the General Manager does not concur in the selection, he may reject the candidate.

11. The Department Head, Director, Administrator, Assistant General Manager, or Deputy General Manager, who shall have initiated the request may then submit the resume of a second candidate for the position of the General Manager.

12. The process outlined in 10. and 11. above shall continue until a candidate is accepted by the General Manager, or the General Manager withdraws his approval for the appointment, or until the party who initiated the request withdraws it.

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Section 8. That this resolution shall become effective immediately upon its adoption.

Adopted: February 16, 1988

  
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President

Attest:   
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Assistant Secretary-Treasurer