Request to Use a Pre-Existing Eligibility List Established for Another Appointing Authority

Cuyahoga County Personnel Review Commission
2079 East 9th Street, 2nd Floor ● Cleveland, Ohio 44115 ● P: (216) 698-2290 ● F: (216) 443-3694
PRCEmploymentTesting@cuyahogacounty.gov

Please complete the following form and submit it to the above email address to request that your appointing authority be granted use of another appointing authority's eligibility list for the purpose of filling personnel vacancies in the same classification.

Classification Title: _____

Original Appointing Authority: _____

Date Original Eligibility List was Established: _____

Requesting Appointing Authority: _____

Requestor Contact Person: _____

Phone: _____ Email: _____

By signing, entering, typing, or otherwise providing your name below, you are requesting to use the eligibility list identified above for the purpose of filling vacancies in that classification within your appointing authority over the life of the list. By requesting such, you are stating that the essential job functions, tasks, knowledge, skills, and abilities of the classification within your appointing authority are similar enough to those within the original appointing authority that additional testing would be redundant. You are also acknowledging that Personnel Review Commission (PRC) staff, on behalf of the Commissioners, must confirm this similarity prior to recommending that use of the eligibility list be granted to the requesting appointing authority. If this similarity is confirmed, the PRC Director may recommend to the Commission that use of the list be granted. Lastly, you are acknowledging that if your appointing authority is granted use of the above eligibility list by the PRC, the shared list will be treated as an eligibility list established for your appointing authority, including all civil service requirements regarding expiration, exhaustion, certification of names, and future testing as outlined in the PRC's Administrative Rules.

_____ _____
Director Date

_____ _____
Email Address Phone Number