

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES

Monday, December 18, 2017, 4:30 pm

Kent Fire Department, 320 S. Depeyster St.

Present: Christine Klein, Chair
Lee Higgins, Member
Also Present: Harrison Wicks, City Manager's Office
Bridget O. Susel, C. D. Director
Dawn Bishop, observing – Civil Service Coordinator effective 1/2/2018

Call to Order

The regular meeting of the Civil Service Commission was called to order at 4:40 pm on Monday, December 18, 2017. Roll call was taken.

Civil Service Commission

1. Meeting minutes for 11/20/2017 could not be approved because Ms. Sessions was absent, and Lee Higgins was not present at the November meeting, therefore, there was no quorum to approve the minutes. It's possible to wait until the January 2018 meeting for Marilyn Sessions' signature, however, her term is up 1/17/2018.
2. Dawn Bishop was offered and has accepted the position of Civil Service Coordinator effective January 2, 2018. Welcome and thanks to Dawn for agreeing to observe a CSC meeting prior to officially starting the position.
3. Status update on current and upcoming position postings:
 - Thanks to Suzanne Sternock who has graciously been taking care of many CSC Coordinator responsibilities
 - Laborer Exam December 12. Results are in, and an eligibility list will be created. Twenty-four applicants, 22 attended the exam on a cold, snowy night, and 20 people have passed the exam.
 - Firefighter/Paramedic Exam – January 17, RHS, 6:00 pm with Pat Ramsey administering exam. Still has to be posted.
 - Accreditation Coordinator – January 23 with Pat Ramsey administering the exam. Still has to be posted. A test was given in August as a part-time position, which was changed to a full-time position so a re-test had to wait for 4 months.
 - Code Enforcement Officer, C. D. Department, to be scheduled for February, 2018. Requisition received.
 - Other exams have to be scheduled once requisitions are received from appointing authority:
 - Possibly 2 police department positions
 - Engineering aide (CDL requirement?)
 - Water Plant Operator – have to check whether or not a requisition was previously submitted. A motion was made and approved in November to proceed with the exam when needed.
 - Possibly 2 Kent City School custodial positions

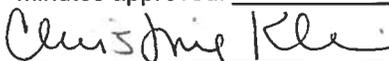
Community Development

1. An Account Clerk position changed to Construction Clerk due to an administrative secretary retirement (Jamilla, effective 12/31/2017), and Kim Brown (previous Account Clerk) who will take the administrative secretary position effective January 1, 2018. The Account Clerk position is now a Construction Clerk union position and will be posted internally on January 2 for 5 business days. If there are no internal applicants, an exam will need to be scheduled. To be added as an agenda item for the January 2018 CSC meeting if there are no internal candidates. A job description will be updated and provided at the January 2018 meeting.
2. Opened discussion to Dawn Bishop re: any possible questions
3. Next CSC Meeting is January 15, 2018 which is MLK Day and should be rescheduled to a different day.

Adjournment

A motion was made by Ms. Klein and seconded by Mr. Higgins to adjourn the meeting at 5:30 pm.

Minutes approved: 1-22-18


Christine Klein, Chair


Lee Higgins, Co-Chair

absent
Marilyn Sessions, Member