

**CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES**  
**Monday, July 16, 2018**  
**5:00 PM**

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**Present:** Christine Klein, Chair  
Lee Higgins, Member

**Also Present:** Dawn Bishop, CSC Coordinator  
Hope Jones, City of Kent, Law Director  
Jim Soyars, Kent City Schools, Director of Business Services

**Absent:** Allyson Chicoski, Member (Excused)

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**Call to Order**

The regular meeting of the Civil Service Commission was called to order at 5:02 pm on Monday, July 16, 2018 by Christine Klein. Roll call was taken.

**Civil Service Commission**

MOTION TO APPROVE THE MINUTES for May 21, 2018.

Motion made by Mr. Higgins, seconded by Ms. Klein, and carried by a voice vote of 2-0.

MOTION TO ADOPT LANGUAGE FOR EXAM NOTICES RE: DANGEROUS ORDINANCES

Motion made by Mr. Higgins, seconded by Ms. Klein, and carried by a voice vote of 2-0.

**Kent City Schools**

Request for the Payroll Manager be exempted from Civil Service under Code 124.11(a)(7)(a). Discussion regarding the current Payroll Manager's intent to retire June 1, 2019, and with no anticipated internal applicants, Kent City Schools wished to reevaluate the position and make it exempt. The school's point is that the Payroll Manager has grown to being a highly specialized position, supervising a department, making independent policy interpretations, and requires working knowledge of state mandated payroll software. As the minimum qualifications and requirements have not been changed in the job description for Payroll Manager and are the same as Payroll Assistant, the Commission tabled the request to wait on a draft of an updated job description and the Commission will call a special meeting the following week.

**Safety Administration**

Kent Police Department:

Personnel changes were read.

**Adjournment**

MOTION MADE TO ADJOURN THE MEETING AT 6:05 PM

Motion was made by Ms. Klein, seconded by Mr. Higgins, and carried by a voice vote of 2-0.

Minutes approved: ~~July 16, 2018~~<sup>23</sup> August 20, 2018

  
Christine Klein, Chair

  
Lee Higgins, Member