

CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES
Monday, July 23, 2018
5:00 PM

Present: Christine Klein, Chair
Lee Higgins, Member
Allyson Chicoski, Member

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

Call to Order

The special meeting of the Civil Service Commission was called to order at 5:06 pm on Monday, July 23, 2018 by Christine Klein. Roll call was taken.

Kent City Schools

Request for Payroll Manager be exempted from Civil Service under Code 124.11(A)(7)(a). A draft of an updated job description with a change to minimum qualifications was requested at the regular meeting held July 16. That was provided by Kent City Schools.

Mr. Higgins asked what the salary of the payroll manager is currently. Ms. Krutz replied \$55,402, and said that is comparable to the manager of the transportation department, whose salary is \$53,626.

Mr. Higgins brought up FLSA guidelines in determining exempt from non-exempt positions and didn't believe the position passed the FLSA "test."

Ms. Klein brought up the fact that previous positions have been made exempt by the Civil Service Commission for Kent City Schools and questioned was a precedent set.

Mr. Higgins questioned if the schools believed they would not be able to attract someone for the payroll manager position if it was a classified position. Mr. Soyars said yes that is a concern as the people who have the experience and needed qualification may not be willing to put in an application and take a test to have their names on a public document where a current employer could see that.

After discussion about the Perceiver test Kent City Schools uses in the hiring process, Mr. Higgins said, "Your process is remarkable and results oriented. We're just down to the question of you want to do your own test for this position and you think you can only do that if the position is exempted."

Mr. Soyars said, "We do our own testing anyway even when we go through civil service. When we pull the top 25% off the eligible list for custodial or maintenance, we give them, as we are interviewing, a test. We try to assess them ourselves internally to try to make a decision."

Ms. Krutz underlined the need for someone with experience with the state payroll software, the time constraints they are under in filling the position, and needing someone to "hit the job running." Ms. Krutz said she relies on that payroll manager to pay their staff of 773 and relies on that position to "manage the data entry, manage the assistant, and that position is independently answering questions, making decisions, checking in with me."

Ms. Jones asked if the Board of Education had approved the position classified or unclassified as in 124.11(A)(7)(a) they are the "governing body of the public school system" and have the power to make

that determination. Kent City Schools has not gone to them with that request. There was continued discussion on interpreting the wording of that code.

FLSA guidelines were discussed again. Ms. Krutz pointed out that there are other exemption categories besides Executive Exemption that Mr. Higgins had brought up, such as a Computer Employee Exemption or a Professional Exemption as in the case of a research assistant. Mr. Higgins agreed, but believed the schools were trying to qualify the position under Executive Exemption.

Ms. Jones had a suggestion to get Kent City Schools "where they needed to be in hiring the Payroll Manager," perhaps the commission could consider an exceptional appointment. Where there is a vacancy with "peculiar or exceptional qualifications" and this could be exceptional as, "we need this person to be versed in a certain code or software. Is the Civil Service Commission open to allowing the Board of Education to do what they need to do to fill the position as an exceptional appointment and then bring that appointment back to you?" Mr. Higgins said he didn't know how the commission could do that and Ms. Jones said, "It's in your rules. That you can make an exceptional appointment and they bring you the person back and you approve that and that person becomes a civil servant. The exceptional provision is to allow for instances ... where a test needs to be a little more detailed and get some more information from candidates."

MOTION TO MAKE THE KENT CITY SCHOOL PAYROLL MANAGER EXEMPT FROM CLASSIFIED CIVIL SERVICE

Motion made by Ms. Klein. Motion failed for lack of a second

MOTION FOR KENT CITY SCHOOLS TO FILL THE PAYROLL MANAGER POSITION AS AN EXCEPTIONAL APPOINTMENT

Motion made by Ms. Klein, seconded by Ms. Chicoski, carried by a voice vote of 2-1 with Ms. Klein against.

Adjournment

MOTION MADE TO ADJOURN THE MEETING AT 6:12 PM

Motion was made by Mr. Higgins, seconded by Ms. Chicoski, and carried by a voice vote of 3-0.

Minutes approved: ~~July 16, 2013~~ ³ August 20, 2013

Christine Klein

Christine Klein, Chair

Lee M. Higgins

Lee Higgins, Member

Absent

Allyson Chicoski, Member