

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, August 20, 2018
5:00 PM

Present: Christine Klein, Chair
Lee Higgins, Member

Also Present: Dawn Bishop, CSC Coordinator
Hope Jones, City of Kent, Law Director
Suzanne Stemnock, City of Kent, Human Resources Manager

Absent: Allyson Chicoski, Member

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:15 pm on Monday, August 20, 2018 by Christine Klein. Roll call was taken.

Civil Service Commission

MOTION TO APPROVE THE MINUTES for July 16, 2018.

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

MOTION TO APPROVE THE MINUTES for July 23, 2018.

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

Kent City Schools

Personnel change read

It was noted for record that the Payroll Manager job description is be taken to the Board of Education meeting August 21. After the job description's approval, the position will be posted.

Parks and Recreation Board

Personnel change read

Service Department

Discussion regarding Water Plant Operator position, exam, and qualifications needed

MOTION TO SCHEDULE AN EXAM FOR WATER TREATMENT PLANT OPERATOR

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

MOTION TO CONSOLIDATE RESULTS OF ABOVE EXAM WITH EXISTING ELIGIBLE LIST

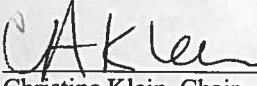
Motion made by Mr. Higgins, seconded by Ms. Klein, and carried by a voice vote of 2-0.

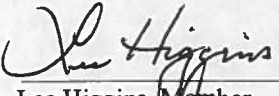
Adjournment

MOTION MADE TO ADJOURN THE MEETING AT 5:32 PM

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

Minutes approved: 9.17.18


Christine Klein, Chair


Lee Higgins, Member