



Civil Service Commission

City of Kent 930 Overholt Road Kent, Ohio 44240 330-678-8101

Civil Service Commission Meeting

May 18, 2020, 5:00 pm

Due to the COVID-19 pandemic and Governor Dewine's Stay at Home order that has been extended to May 29, 2020, the Civil Service Commission meeting will be held virtually.

Call to Order

Roll Call

Approval of Commission Meeting Minutes – February 24, 2020

Kent City Schools

1. Personnel Change:
 - a. Retirement: Ray Kirchner, Mechanic, effective June 1, 2020.
2. Request to establish a Mechanic eligible list as there were no qualified internal applicants.
3. Request for an Account Clerk (PT) eligible list.

Safety Administration

Kent Police Department

1. Personnel Change:
 - a. Retirement: Karen Travis, Police Officer, effective July 31, 2020.

Adjournment

Any person who requires an auxiliary aid or service for effective communication or a modification of policies and procedures to participate in the Civil Service Commission public meeting or event should contact the Civil Service Commission at 330-678-8101 or civilservice@kent-ohio.org. Any request for auxiliary aid or other accommodation should be made as soon as possible, but no later than forty-eight (48) hours prior to the event.

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, FEBRUARY 24, 2020
5:00 PM

Present: Christine Klein, Chair
Allyson Chicoski, Member

Also Present: Dawn Bishop, CSC Coordinator
Hope Jones, City of Kent, Law Director
Michelle Lee, City of Kent, Police Chief
Melanie Baker, City of Kent, Service Director

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:00 pm on Monday, February 24, 2020, by Christine Klein. Roll call was taken.

MOTION TO APPROVE THE MINUTES OF January 27, 2020 made by Ms. Chicoski, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Kent City Schools

Personnel Change Read.

MOTION TO ESTABLISH AN ELIGIBLE LIST FOR TYPIST II, CONTINGENT ON HEARING FROM MR. SOYARS AFTER THE INTERNAL BIDDING PROCESS, made by Ms. Chicoski, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Safety Administration

Kent Police Department

Personnel Changes Read.

Chief Lee said they have hired one Detention Officer off the list established in 2019. The rest of the candidates either failed to respond or did not pass the drug screen.

Ms. Klein asked why there were not more on the eligible list and was there a problem with the last exam.

Chief Lee said no she doesn't believe there's a problem with the testing product. They've reached out to local police academies and she would have thought more would find this a good entry level, foot in the door, opportunity. She would like to have the posting open/advertised for at least three weeks.

MOTION TO HOLD A DETENTION OFFICER WRITTEN EXAM TO ESTABLISH AN ELIGIBLE LIST made by Ms. Chicoski, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Kent Fire Department

Discussion regarding the upcoming firefighter/paramedic exam on March 10 at 6pm. Ms. Klein said she would attend to help moderate the exam as over 100 were expected.

Neither Ms. Klein nor Ms. Chicoski were available at 9am on April 21, if additional help was needed to moderate the fire lieutenant written exam. Ms. Jones said she could be there with Ms. Bishop and requested a meeting invite.

Service Department

Personnel Change Read.

Ms. Baker said after a lot of movement within the service department, things seem to have slowed down. There is one position to fill after the Plant Mechanic at Water Rec transferred to Central Maintenance. This Plant Mechanic position requires a particular knowledge/skill set, including hydraulic and electrical knowledge and experience, and they have an in house exam ready to go that Ms. Baker, the plant manager, and HR have taken a look at and reviewed. After that would be administered, they would also have a skills test for top passing applicants.

Ms. Klein asked when she would like to have the exam as all we would have to do is make sure the training room is available.

Ms. Baker said what about the week of March 23rd?

Ms. Bishop asked if March 30 would be ok, 23rd is Spring Break, and she would check with Krissie w/Fire in the morning and reserve the room for the Plant Mechanic exam.

MOTION TO HOLD A PLANT MECHANIC WRITTEN EXAM TO ESTABLISH AN ELIGIBLE LIST made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 2-0.

Budget & Finance

Personnel Changes Read.

Community Development

Personnel Change Read.

Civil Service Commission

Ms. Klein had follow up from speaking before City Council the previous week regarding the change in Council rules that required reappointments to appear before Council, Mr. Higgins running into car trouble out of state and missing that interview, and the commission running with two members. She was also provided a time line of events from the Clerk of Council, Ms. Wilkens. Ms. Klein said it went really well, Council admitted there was a failure in communicating to the different commissions, which they would try in the future to correct. Ms. Klein said it was suggested to have an interim member and Ms. Jones said while she couldn't act as an official commission member, she was more than happy to attend meetings, give her opinion, and help when needed and she's available. Ms. Klein also said the only question she had that she didn't believe was addressed by Council was why did Mr. Higgins have to put in another application?

Ms. Jones said it was decided by City Council that applicants who did not appear for an interview, their applications would be considered null and void. But there would be nothing barring Mr. Higgins from resubmitting the same application with a new date.

Discussion regarding how well the Commission has been operating with Mr. Higgins and the two current members.

Adjournment

MOTION MADE TO ADJOURN THE MEETING AT 5:58 PM

Motion was made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 2-0.

Minutes approved: _____

Christine Klein, Chair

Allyson Chicoski, Member

**KENT CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **MECHANIC**

File 703

Reports to: Transportation Supervisor

Job Objectives: Inspects, services, and repairs district vehicles.

Note: Substitute driving duties may be assigned (see bus driver job description for additional information).

**Minimum
Qualifications:**

- High school diploma. Post-secondary training or work experience in commercial vehicle maintenance procedures is required.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Criminal background check or investigation that is free of violations that prohibit public school employment.
- Demonstrates computer skills and knowledge of analysis software.
- Meets all bus driver minimum qualifications when physically qualified.
- Ability to comply with safety regulations and environmental laws.
- Valid driver's license. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
- Available to respond to service emergencies.

**Responsibilities
and Essential
Functions:**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Helps manage the district's ongoing vehicle maintenance program.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Supports community partnerships that enhance district programs and services.
- Learns the operating and maintenance procedures for all district vehicles.
- Complies with safety regulations and environmental laws.
- Inspects, services, repairs and/or rebuilds equipment. Carries out preventive maintenance activities (e.g., changes oil, replaces filters, lubricates fittings, etc.).
- Inspects and tests vehicles to ensure safety. Reports irregularities and equipment abuse to the transportation supervisor.
- Makes road calls when vehicles become disabled.
- Keeps the transportation supervisor informed about work progress. Itemizes repair cost as directed. Prepares and submits reports and records on time.
- Participates in Ohio State Highway Patrol annual bus inspections as directed.
- Maintains grounds keeping equipment. Prepares seasonal equipment for storage.
- Helps prepare an annual equipment inventory.
- Helps with the receipt of deliveries. Unloads trucks. Inspects packages for damage. Verifies quantities. Organizes and stores supplies.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Reports student discipline problems, vandalism, and other related concerns.
- Promptly documents all injuries that require medical referral.
- Acts responsibly to protect school property. Takes appropriate action during adverse weather conditions. Secures the transportation facility at the end of the workday. Responds to transportation emergencies as needed.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Reports concerns to an administrator.

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- Reports evidence of suspected child abuse as required by law.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Keeps current and shares knowledge about advances in equipment technology.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work and safety attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the transportation supervisor: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Kent City School District Board of Education.

The Kent City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. Employees shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

**KENT CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: PAYROLL ASSISTANT

File 207

Reports to: Payroll Manager

Job Objectives: Assists the Payroll Manager with the accurate and timely processing of payrolls and benefits.

Minimum Qualifications:

- High school diploma and a satisfactory pre-employment skill test score.
- Post-secondary training in accounting is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Experience with governmental fiscal operating procedures is desirable.
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Meets all prerequisite qualifications to be bonded.
- Multitasking ability and strong diplomacy skills.
- Proficient in office protocol and the use of information technology systems.
- Ability to type 45 words per minute (touch method) at the time of filing application.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs clerical duties. Takes the initiative to perform routine tasks independently.
- Organizes and maintains a functional filing system that ensures the safe retention and efficient retrieval of office records.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- Acknowledges and greets visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Keeps current with program, policy, and procedure changes. Helps keep students, parents, and staff informed about relevant issues. Refers inquiries requiring policy interpretation to administrative staff.
- Helps communicate information about weather delays and program cancellations.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.).
- Verifies the accuracy of database information as directed.
- Composes and types routine correspondence, newsletters, memos, notes, forms, etc.
- Collects, compiles, edits, and types statistical data and reports as directed.
- Uses photocopying and duplicating equipment to reproduce documents.
- Maintains office transaction records (e.g., petty cash, receipts, contributions, etc.).
- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).
- Types, duplicates, assembles, and processes routine and special mailings.
- Assists with committee assignments and/or special projects as directed.
- Monitors and reorders office supplies to maintain reliable service levels.
- Maintains forms related to administrative procedures and program functions.
- Prepares complete and systematic financial records as directed. Assembles data for financial analysis/forecasting when requested. Works cooperatively with auditors.

- Prepares wage change notices. Verifies that employees are placed on the correct salary schedule. Maintains payroll deduction authorization forms.
- Maintains medical, personal/family leave, and vacation records.
- Verifies time sheets. Calculates gross wages. Processes the payroll. Reconciles payroll records. Distributes paychecks or deposit confirmations forms as directed.
- Maintains payroll records for all monthly, quarterly, and annual reports. Verifies the timely payment of payroll taxes and the completion of all required reports.
- Prepares employee W-2 forms.
- Prepares Ohio Bureau of Employment Services reports.
- Prepares Workers' Compensation and Unemployment Compensation files.
- Prepares School Employees Retirement System and State Teachers Retirement System records and reports. Processes retirement and end of employment forms.
- Verifies employment for authorized inquiries (e.g., loan applications, etc.).
- Processes accounts receivable. Prepares and makes bank deposits.
- Prepares invoices and records payments.
- Reconciles bank statements as directed. Files checks in numerical order.
- Keeps files and supplies properly stored to maintain an orderly office.
- Periodically discards archived records as directed. Follows the records retention and disposal schedule adopted by the board.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Keeps current with advances in office technology. Updates office procedures.
- Places calls for maintenance and repair services as directed.
- Cross-trains with other support staff as directed. Offers and provides assistance when needed.
- Participates in staff meetings and professional growth opportunities as directed.
- Supports community partnerships that enhance district programs and services.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.

- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Kent City School District Board of Education.

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