

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES

Monday, OCTOBER 21, 2019

5:00 PM

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

Also Present: Dawn Bishop, CSC Coordinator
Suzanne Stemnock, City of Kent, Human Resources

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:10 pm on Monday, October 21, 2019, by Christine Klein. Roll call was taken.

MOTION TO APPROVE THE MINUTES OF September 16, 2019 made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

Community Development

Personnel Change Read.

MOTION TO HOLD A CIVIL SERVICE EXAM FOR THE POSITION OF GRANTS AND NEIGHBORHOOD PROGRAMS COORDINATOR TO ESTABLISH AN ELIGIBLE LIST made by Mr. Higgins, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

Service Department

Personnel Changes Read.

Ms. Stemnock explained some reasoning behind the position allocation change of converting a full time Service Worker to a full time Repair Operator. It will increase efficiency and allow more crews on the road at once. She is expecting an internal bid as it would be a promotion for quite a few people.

Ms. Chicoski asked about the minimal fiscal impact mentioned in Ms. Stemnock's memo and Ms. Stemnock said that it is a promotion so the increase salary explains the fiscal impact.

Ms. Stemnock said it's already been approved by the union and assuming the Civil Service Commission approves the change, the next step will be City Council as it is a budget change and then also the position allocation ordinance.

MOTION TO APPROVE THE POSITION ALLOCATION OF CHANGING ONE FULL TIME SERVICE WORKER TO A FULL TIME REPAIR OPERATOR made by Ms. Chicoski, seconded by Mr. Higgins, and CARRIED by a voice vote of 3-0.

Health Department

Personnel Change Read.

Civil Service Commission

Discussion regarding upcoming exams, including the scheduling of the Police Chief Assessment, and having a CSC member on hand to represent the Civil Service Commission at the different exams. There was a missed email from Ms. Klein asking for help at the police officer exam and it's hoped a shared worksheet will help to keep track of upcoming events.

Adjournment

MOTION MADE TO ADJOURN THE MEETING AT 5:30 PM

Motion was made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

Minutes approved: Nov. 18, 2019

Christine Klein

Christine Klein, Chair

Allyson Chicoski

Allyson Chicoski, Member

absent

Lee Higgins, Member