

CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES

Monday, APRIL 15, 2019

5:00 PM

Present: Christine Klein, Chair
Allyson Chicoski, Member

Also Present: Dawn Bishop, CSC Coordinator
Hope Jones, City of Kent, Law Director
Brian Huff, City of Kent, Controller

Call to Order

The special meeting of the Civil Service Commission was called to order at 5:00 pm on Monday, April 15, 2019, by Christine Klein. Roll call was taken.

Budget & Finance

Personnel Change Read.

Mr. Brian Huff, Controller with the Budget and Finance Department requested an eligibility list be established for the position of Account Clerk, pending no internal applicants. The internal posting closes April 16 at 4pm. They have no proposed changes to the job description from the last opening in 2017 and are proposing using the same exam the school district is using for their open Account Clerk I position.

Ms. Jones pointed out that Pat Ramsey of Ramsey and Associates had seen job descriptions for both KCS Account Clerk I and the City of Kent Account Clerk and Ms. Ramsey had told Ms. Bishop it would be the same pool of questions she would use for both jobs.

MOTION TO ESTABLISH AN ELIGIBLE LIST FOR ACCOUNT CLERK WITH A MAY 7, 2019 EXAM DATE made by Ms. Klein, seconded by Ms. Chicoski, and carried by a voice vote of 2-0.

There was discussion about how the two eligibility lists would work. Ms. Jones said if the lists for both positions were identical, she would suggest Kent City Schools get to interview first as they had posted their job first.

Ms. Chicoski said it should be two separate eligibility lists.

Mr. Huff questioned if another application would need to be filed.

Ms. Bishop suggested reaching out to all previous applicants, asking if they were interested in the city's position in lieu of filling out a whole new application, as it is the exact same form for both open positions.

Ms. Klein suggested checking with Ms. Stemnock in HR about the application process.

Ms. Jones said yes you may have people who really don't want to apply for both jobs, someone in PERS who wants to stay in PERS vs SERS.

Mr. Huff said yes they are completely different jobs, one's at a middle school, someone may not want to work at a middle school or someone may not want to work for the city.

Ms. Jones said if the two lists run concurrently, it should work itself out; some people may have skills more suited to the school's job or vice versa.

Ms. Bishop pointed out one of the city's current employees was hired from similar circumstance: being on the Account Clerk eligibility list for both Kent City Schools and the City of Kent after taking just one exam that established lists for both.

Ms. Jones also suggested Ms. Bishop check with Ms. Stemnock about that application/two eligible lists question.

Safety Administration

Personnel Change Read.

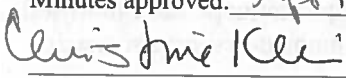
MOTION TO EXTEND CLERK-DISPATCHER ELIGIBLE LIST ONE YEAR WITH A NEW EXPIRATION DATE OF 5/8/2020 made by Ms. Klein, seconded by Ms. Chicowski, carried by a voice vote of 2-0.

Adjournment

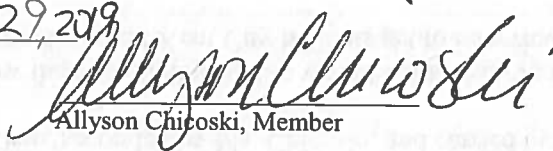
MOTION MADE TO ADJOURN THE MEETING AT 5:10 PM

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

Minutes approved: April 29, 2019



Christine Klein, Chair



Allyson Chicowski, Member