



Civil Service Commission

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

Civil Service Commission Meeting

January 29, 2024, 5:00 pm

Kent Fire Department, 320 S Depeyster Street

Call to Order

Roll Call

Civil Service Commission

1. Approval of Commission Meeting Minutes – October 23, 2023.

Safety Administration

Police

1. Personnel Changes:
 - a. New Hire: Sabrina Shackelford, Clerk/Dispatcher, effective November 06, 2023.
 - b. Classification Change: Troy Loomis, from Detention Officer to Compliance Officer, effective November 27, 2023.
 - c. Resignation: Laurie Saunier, Clerk/Dispatcher, effective December 07, 2023.
2. Request to establish an eligible list for the position of Records Clerk (Part Time).
3. Request to establish an eligible list for the position of Police Captain.

Fire

1. Personnel Changes:
 - a. New Hire: Nathaniel Fabinak, Firefighter/Paramedic, effective October 30, 2023.
 - b. Retirement: William Myers, Fire Chief, effective December 31, 2023.

Service Administration

IT & Communication

1. Personnel Change
 - a. New Hire: Jordan Snyder, IT Technician, effective January 01, 2024.

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 john.seidel@kentohio.gov. 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.

5.03 Subjects and Weights

- a. An examination may include any evaluation of such factors as education, training, capacity, knowledge, manual dexterity, and physical or psychological fitness. An examination shall consist of one or more tests in any combination. Tests may be written, oral, physical, demonstration of skill, or an evaluation of training and experiences and shall be designed to fairly test the relative capacity of the persons examined to discharge the particular duties of the position for which appointment is sought. Tests may include structured interviews, assessment centers, work simulations, examinations of knowledge, skills, and abilities, and any other acceptable testing methods. If minimum or maximum requirements are established for any examination, they shall be specified in the examination announcement.