



City of Kent Civil Service Meeting  
319 S. Water Street  
Kent, Ohio 44240  
December 15, 2025 5:00pm

## **AGENDA**

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### **CALL TO ORDER**

### **ROLL CALL**

### **1. CIVIL SERVICE COMMISSION**

- a) Approval of September 2025 minutes
- b) Approval of November 2025 minutes
- c) Personnel updates:
  - New Hires:
  - Transfers:
  - Resignations: Andrea Walters, Police Dispatcher, eff. 12/17/25  
Tim Sahr, Development Engineer, eff. 9:00am on 12/11/25
  - Retirements:

### **2. BUDGET AND FINANCE**

- a. Budget and Finance is requesting the creation of a Utility Billing Clerk position to replace one Account Clerk position. The intention is to move the employee currently in that Account Clerk position to the Utility Billing Clerk position, which will have some oversight responsibility for the account clerk in Utility Billing, as well as a slight increase in pay. The position would require at least 10 years of account clerk experience working in utility billing.

### **3. COMMUNITY DEVELOPMENT**

### **4. HEALTH DEPARTMENT**

- a. The Health Department is requesting an exemption to the testing requirement for the position of Secretary. An Administrative Assistant was recently hired, and there were many good candidates whom they would like to consider for the Secretary position.

### **5. SAFETY ADMINISTRATION**

- a. The Police Department is requesting a new eligibility list for Police Chief, in addition to an updated job description.

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- b. A new Captain position will be created and they would like an exemption to place a current employee in that role.
  - c. The Law Director is requesting a change to the Civil Service Rules and Regulations, specifically:

Amend Civil Service Rule 5.08.1

*5.08.1 Promotion to Police Chief*

*In the event of a vacancy in the position of the Police Chief, the Civil Service Commission shall prepare the promotional examination. ~~as listed above in Section 5.08, above except~~ **In addition to the examination**, the City Manager will be given the opportunity to interview the candidates for Police Chief, and the interview will count as ten percent (10%) of the total examination score. **The Commission shall determine the type of test that will be given.** No credit will be given for seniority or efficiency.*

*In addition, for the Police Chief position only, candidates from outside the department shall be permitted to apply for the position.*

## **6. SERVICE DEPARTMENT**

The Service Department is requesting new eligibility lists for the following:

- a) Water Reclamation Facility Operator - There is a current opening, and the previous list has been exhausted.
- b) Central Maintenance Mechanic
- c) Laborer - Existing list is close to being expired and/or exhausted. They are requesting an extension if needed, and approval for a new list when needed.

## **7. OLD BUSINESS**

## **8. NEW BUSINESS**

## **9. ADJOURNMENT**