

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES

June 26, 2014

4:00 PM

PRESENT: Lee M. Higgins, Chair
Marilyn Sessions, Member
Ken Hodar, Member

ALSO PRESENT: Elizabeth Zorc, HR Manager, City of Kent
Michelle Lee, Police Chief, City of Kent
John Tosko, Fire Chief, City of Kent

CALL TO ORDER

The regular meeting of Civil Service Commission was called to order at 4:00 PM on June 26, 2014 by Lee M. Higgins, Chair of the Commission. Roll call was taken, and all members were present.

The minutes from the April 9th meeting were incomplete.

Chair Higgins reported the Civil Service Coordinator position has been on hold since April 16, 2014 per Kent City Council.

Chair Higgins also reported the Warehouse Maintenance position has been filled.

SAFETY ADMINISTRATION

Fire Chief Tosko discussed the need for materials for upcoming testing and would like to clarify who purchases the testing materials for the basic Fire Fighter tests as well as promotional exams and how many of each book could be provided.

Kent Police Chief Lee stated 2 new Officers are being hired and would like to have the remaining list to be extended to 5/30/14. Additionally, Troy Loomis has been hired to the position of Part-Time Detention Officer.

Chair Higgins stated he will need a couple months to get a test together. Chief Lee stated the job description looks fine and the physical portion of the test will be approximately one month after the written portion for those who pass the test. Potential testing dates were reviewed and discussed.

Chief Lee also advised promotional testing will need to be set as retirements are approaching.

The Compliance Officer testing will also be needed as a second Officer position is being and the job description updated. The last update was 20 years ago and many expectations have changed.

Chief Tosko stated he needs to extend his lists for promotional purposes; Chair Higgins advised Chief Tosko his lists were exhausted as lists need to be extended prior to expiring. Chief Tosko stated he was advised he had one more year on his lists. Chair Higgins will research Chief Tosko's question deeper and advise at a later date.

SERVICE ADMINISTRATION

City HR Manager Liz Zorc stated a retirement has taken place and we now have a Water Plant Operator position available. We will need to go outside to find a qualified candidate and the last exam was 6/28/2010. Ramsey & Assocs did the testing for the last exam; the OTCO website is a good resource. Qualifications were discussed at length.

The Commission went into executive sessions at 4:55pm and returned at 5:03pm.

Hearing no further business before this Commission, Chair Higgins adjourned this meeting at 5:03 p.m.

Minutes approved: _____

Lee M. Higgins
Chair

Marilyn Sessions
Member

Kenneth Hodar
Member