

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
January 16, 2015
4:00 PM

PRESENT: Lee M. Higgins, Chair
Marilyn Sessions, Member
Christine Klein, Member

ALSO PRESENT: Elizabeth Zorc, HR Manager, City of Kent
Michelle Lee, Police Chief, City of Kent
Linda Jordan, Clerk of Council, City of Kent
Jerry T. Fiala, Mayor & President of Council

CALL TO ORDER

The regular meeting of Civil Service Commission was called to order at 4:00 PM on Friday, January 16, 2015 by Lee M. Higgins, Chair of the Commission. Chair Higgins welcomed the Commission's new member, Christine Klein. Roll call was taken, and all members were present.

CIVIL SERVICE COMMISSION

Commission Meeting Minutes – April, June, and July, October, December 2014 Incomplete.

Commissioner Higgins referenced the incomplete minutes for the last eight months, and Commissioner Sessions offered to complete the minutes.

Annual election of Commission positions.

Commissioner Sessions expressed an interest in being Chair, while Commissioner Klein said she would like to try Co-Chair. Hearing no objections, the positions were accepted, and Commissioner Higgins turned the meeting over to Chair Sessions at this time.

SAFETY ADMINISTRATION

Kent Police Department

Chair Sessions called upon Chief Lee regarding the promotion exams for Sergeant, Lieutenant and Captain. Chief Lee said she still needed them. She suggested the Ohio Association of Chiefs of Police to assist with the written test and assessments for the promotional testing, and offered to reach out to them. Commissioner Higgins said he left a message for them, and has not received a call back. Chair Sessions asked why they use this group, and Chief Lee said it is partly because of previous experience. She explained their web site has contact information under "Advisory Services".

Commissioner Higgins asked if they would do entry level for a police officer first, and asked if she needed a new eligible list. Ms. Sessions asked if the Association could do both tests. Commissioner Higgins explained they have two options for the entry level. He said one would be Ramsey and Associates, adding they are reasonable. He said they also purchased a battery of tests and could administer them for little cost. Chief Lee said she did not have a preference,

adding Ramsey and Associates has a good product geared at police with law enforcement experience instead of a general I.Q. test.

Chief Lee said she still has the list, adding there were only nineteen names eligible. She said Captain Canfield is leaving in May, so she needs the Captain promotional first. Chief Lee said the O.A.C.P will take some time. Chair Sessions asked if she wanted to do the entry level after the promotionals, and Chief Lee said that was correct. She asked the Commission to certify the last four names on the police officer list. She said of the list, six were not viable, while five were still viable with some concerns. Chief Lee said they have five vacancies, with two more expected. Commissioner Higgins said they would release the final four names on the list.

Co-Chair Klein said she did not release the names had to be released, and Commissioner Higgins said they release the top 10% or top 15 names. He said the lists are good for one year, and this particular list will be exhausted soon.

Chair Sessions said she would work with Chief Lee to understand the flow of the promotions. Commissioner Higgins said that instead of a written test, it is an assessment center of their peers.

Commissioner Higgins said they will be posting the Compliance Officer position, and asked how many positions would be available. Chief Lee said the existing Compliance Officer is retiring in May, and they will have two positions to help manage the parking meters. Chair Sessions asked if it is a law enforcement position, and Chief Lee said they have not tested for this position since Mr. Frazier was hired. Commissioner Higgins said half of the duties deal with animal control, so they would not be using policing skills. Chief Lee said she has an immediate need. She said it would be beneficial if Mr. Frazier could train his replacement.

Ms. Sessions asked if this test was similar to the Laborer position in the Service Department. HR Manager Zorc said the Laborer must be able to drive a snow plow, adding that the position requires a CDL license w/air brake endorsement. She said they are requesting a written test, with a practical skills test to be given at Central Maintenance. She said the written test is general knowledge. She said for the skill test, those who pass the written test must be able to drive a snow plow truck through a maze. Commissioner Higgins asked if it would be the same test as the Compliance Officer, and Chair Sessions said they would be completely different.

Kent Fire Department

Commissioner Higgins said that while the Fire Chief requested an eligible list for Firefighter/Paramedic, he was willing to wait a few months. He said Chief Tosko did not have an immediate need, and the lists are only good for one year. Commissioner Higgins said they expect to need the test in the third quarter. He said they will also need Captain and Lieutenant promotions with pending retirements.

Chair Sessions asked if they needed to test in May, and Commissioner Higgins said they need it in September.. He said the list is dependent on movement in the upper ranks, and then the entry level would follow in October or November.

SERVICE ADMINISTRATION

Chair Sessions said they have a job description for the position of Equipment Tech. Ms. Zorc explained this is needed in-house. She said the job description had a discrepancy, and called for a P.E. degree. She said she was unsure that was the intent, and would check with the Service Director. Commissioner Higgins suggested they can approve it with that clarification.

MOTION TO APPROVE THE JOB DESCRIPTION FOR EQUIPMENT TECH WITH CLARIFICATION ON THE ENGINEERING DEGREE REQUIREMENT.

Motion made by Mr. Higgins, seconded by Ms. Klein, and carried by a voice vote.

Ms. Zorc said this is an AFSCME position, and must be posted to the Union first. She said they may fill it in-house. Mr. Higgins asked if they had a degreed engineer in house, and Ms. Zorc said they need to get that clarified. She explained it is similar to the Master Mechanic position. Commissioner Higgins asked if they had people with SCADA experience, and Ms. Zorc said that was correct. She said this position would work throughout the Service Department and anywhere in the City where the help is needed.

Health Department

Chair Sessions said the Health Department has requested a job description for the new position of Accreditation Coordinator/Sanitarian.

Ms. Zorc said the Health Department wants to be accredited, adding it is being pushed by House Bill 57. She said they must apply by 2018 for accreditation, and the position would help with that process.

MOTION TO APPROVE THE JOB DESCRIPTION FOR THE ACCREDITATION COORDINATOR/SANITARIAN.

Motion made by Ms. Klein, seconded by Mr. Higgins, and carried by a voice vote.

Commissioner Higgins said there have been issues with access to the office and file room that he hoped to resolve the following week. He said he needed materials to complete the job postings. Commissioner Higgins said he hoped to have one ad for all of the positions. He explained that Linda Jordan, Clerk of Council would be accepting the applications, with backup from the Health Department.

Discussion on the advertising of the positions occurred at this time. Chief Lee suggested they also advertise the Compliance Officer with Kent State University. She said that position needs knowledge of the laws and judicial system. Commissioner Higgins said that they have used Craig's List for posting positions previously, adding it reaches a wide audience. Chair Sessions asked who would be the contact for questions, and Commissioner Higgins said he was going to include his phone number as chair, but noted he is no longer Chair. He said they can reference the City's website where one can download the posting and the application.

MOTION TO ADJOURN

Motion made by Mr. Higgins, seconded by Ms. Klein, and carried by a voice vote.

Hearing no further business before this Commission, Chair Sessions adjourned this meeting at 4:35 p.m.

Minutes approved: _____

Marilyn Sessions
Chair

Christine Klein
Co-Chair

Lee M. Higgins
Member