

**CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES**  
**Monday, August 3, 2015**  
**5:00 pm**

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**Present:**                 **Marilyn Sessions, Chair**  
                                     **Christine Klein, Co-Chair**

**Also Present:**         **Lisa Slater, CSC Coordinator**  
                                     **Liz Zorc, HR, City of Kent**  
                                     **John Tosko, Fire Chief, City of Kent**

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**Call to Order**

The regular meeting of the Civil Service Commission was called to order at 5:00 PM on August 3, 2015 by Ms. Sessions.

Excused absence of Mr. Higgins.

**MOTION TO APPROVE THE MINUTES OF June 15, 2015**

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

**Health Department**

Accreditation Coordinator position posted, tested, and list certified on June 29.

Ms. Zorc updated that interviews were completed last week. A decision has not been made yet.

**Kent City Schools**

Personnel changes were read.

Need for eligibility list – Custodian I. No need to re-test as we have an active list. A certified list is ready for the school.

**Safety Administration**

Chief Tosko read the personnel changes for the Fire Department. A swearing in will be set for the promoted Lieutenant and Captain. Email invitation will be sent with the swearing in is scheduled. More interviews for Firefighter/Paramedic are taking place. He would like to swear that Firefighter in at the same time.

The eligible list for Clerk-Dispatcher for the Police Department was created. A schedule for a 911 simulation/assessment will be set as soon as possible.

**Service Administration**

Review of job descriptions: Laborer, Water Plant Operator and Water Reclamation Facility Operator

Ms. Zorc stated that the Plant Operators and Service Director requested the change in the requirement for CDL. The softening of the requirement would make it easier to find qualified candidates. The applicant pool is restricted with the current wording. The revised job description does not require the applicant have a CDL at the time of application, but that it would be a requirement they must obtain the license within 60 days of hire.

The candidate will be required to have, at minimum, a CDL Instruction Permit the first day of work and the city will provide training in order to assist that candidate in obtaining their CDL. The new hire would have 60 days to acquire the license or they are terminated. This language is included in the contract the employee will sign upon hire.

Ms. Sessions asked if the current posting for Water Reclamation Facility Operator and the existing eligible list for Laborer need to be reconsidered with these changes in the position description.

Ms. Slater and Ms. Zorc added that the Laborer list was exhausted and a new test would be required for the current openings.

Discussion around the reposting of the Water Reclamation Facility Operator position. It was decided that with the current number of qualified applicants who met both the EPA and CDL requirements that it could only be beneficial to re-post with the updated position requirements.

**MOTION TO REPOST THE POSTION OF WATER RECLAMATION FACILITY OPERATOR AND ACCPET THE REVISED POSITION DESCIRPITONS FOR LABORER, WATER PLANT OPERATOR AND WATER RECLAMATION FACILITY OPERATOR:**

Motion made by Ms. Sessions, seconded by Ms. Klein, motion approved.

Ms. Slater will repost, reschedule testing and contact current applicants to notify them of the revised test date.

Personnel changes were read.

**MOTION TO ADJOURN THE MEETING at 5:17 PM**

Motion made by Ms. Sessions, seconded by Ms. Klein

Minutes Approved: 9/9/2015

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Marilyn Sessions, Chair

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Lee Higgins, Member

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Christine Klein, Co-Chair