

**CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES**  
**Wednesday, April 13, 2016**  
**5:00 PM**

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**Present:**                 **Marilyn Sessions, Chair**  
                                  **Christine Klein, Co-Chair**  
                                  **Lee Higgins, Member**

**Also Present:**         **Lisa Slater, CSC Coordinator**  
                                  **Liz Zorc, HR, City of Kent**  
                                  **Michelle Lee, Police Department, City of Kent**  
                                  **Jim Soyars, Kent City Schools**  
                                  **Pat Hoaglin, Kent City Schools, OAPSE Local 176**

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**Call to Order**

The regular meeting of the Civil Service Commission was called to order at 5:01 PM on April 13, 2016 by Marilyn Sessions, Chair of the Commission. Roll call.

**Civil Service Commission**

**MOTION TO APPROVE THE MINUTES OF FEBRUARY 29, 2016.**

Motion made by Mr. Higgins, seconded by Ms. Klein, and carried by a voice vote of 3-0.

**Kent City Schools**

Personnel changes were read.

Ms. Pat Hoaglin, Secretary I, Kent City Schools was present to discuss a letter she sent to the Commission on March 29, 2016.

At a Labor Relations meeting that was the only meeting where it was talked about one time. Alterations were made to the job and the job was posted the Monday after Spring Break. There was another Labor Relations meeting that Friday and People were asking her questions about the job that she couldn't answer. She wants to know if there is a procedure. She understands duties are changed and altered but she has concern about the order in which things occurred. She thinks it causes distrust. Feels her job is important and the way things proceeded that qualified people were disinterested after the changes were made. She is disappointed that people became hesitant to apply.

Mr Soyars addressed the letter sent to the Commission by Ms. Hoaglin. He clarified that the school's administrative team makes decisions about the postings/positions. Mr. Soyars is listed as the contact on the job posting. The collective bargaining agreement states that positions will

change as retirements occur. The Commission has historically not been involved in the position descriptions at the school.

Mr. Higgins said it is in the scope of the duties of the Commission to approve changes to job descriptions.

Ms. Sessions read from the Civil Service Rules and Regulations. Discussion around the Commission's role in the job descriptions of the Classified employees of Kent City Schools.

The Commission members request that the City Law Director, Mr. Silver be consulted. The issue will be tabled until we get a ruling from the Law Director.

Mr. Soyars informed the Commission the position has been posted internally. They have given a typing test to the internal applicants. Applicants must meet the minimum qualifications of 55 WPM and are moving forward with interviews because that is how it's written in the collective bargaining agreement.

Mr. Soyars has internal applicants for positions but would like to conditionally ask for the Commission to establish an eligibility list for these positions if he can not fill them internally. He is asking now so that the wheels can be in motion rather than postponing until the next Civil Service Commission Meeting.

**MOTION TO APPROVE THE EXTENSION OF THE ELIGIBILITY LIST FOR SECRETARY I FOR AN ADDITIONAL YEAR AND A MOTION TO CONDITIONALLY ESTABLISH AN ELIGIBILITY LIST FOR TYPIST II, UNDER THE CONDITION THAT THE POSITION CAN NOT BE FILLED INTERNALLY.**

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

### **Safety Administration**

Chief Lee requests we extend the eligibility list for Police Officer for an additional year.

Chief Tosko requests we extend the eligibility list for Firefighter/Paramedic for an additional year.

**MOTION TO EXTEND THE FIREFIGHTER/PARAMEDIC LIST FOR AN ADDITIONAL YEAR.**

Motion made by Mr. Higgins, seconded by Ms. Klein, and carried by a voice vote of 3-0.

### **Service Administration**

Personnel changes were read.

Hearing no further business before this Commission, **MOTION TO ADJOURN** made by Mr. Higgins, second Ms. Klein, motion carried by a voice vote 3-0.

5:42 PM.

Minutes Approved: 05/18/2016

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Marilyn Sessions, Chair

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Lee Higgins, Member

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Christine Klein, Co-Chair

March 29, 2016  
Pat Hoaglin, Secretary I  
Kent City Schools  
1400 North Mantua Street  
Kent, OH 44240

Civil Service Commission  
Attn: L. Higgins, C. Klein, M. Sessions  
930 Overholt Road  
P.O. Box 5192  
Kent, OH 44240

Dear Civil Service Commissioners:

I am currently employed at Theodore Roosevelt High School and after 30 years of service will be retiring at the end of the school year.

In following procedure, my job was posted this past Monday. On the posting, enclosed, the job description has been altered. It reads RHS Data Processor/Enrollment. In the 30 years I have been here, I have never enrolled a student. Enrollment is handled by a secretary in each school. It is my understanding that Jim Soyars, our Business Director, is attempting to incorporate the "enrollment" part into this position upon my retirement. As of the last discussion, which there has only been ONE discussion, this enrollment includes all six schools in the District. In posting the position, reflecting the enrollment notation, has caused personnel interested in this position to reconsider. As it is not clear what all the position will involve.

Are there not procedures for Jim Soyars to follow in wanting to change, not only the job description, but in altering the title of a Civil Service position before posting?

A couple of years ago I was asked to update my job description and I have included this for your information, as well as, the current one on file with Civil Service. As far as the extra duty of enrolling students is concerned, more discussion needs to take place on the current duties performed now and how they will be handled when this additional responsibility is added.

Also please note that the current level of my position Secretary I, will be changed to a Typist II, at my exiting. This is in the back of our Union Contract that was decided way back in my early employment. I was unaware of this till the posting came out. This also contributes to the hesitation from interested personnel. Going from a Secretary I to a Typist II, with added responsibility.

I thank you for your attention to this matter. Please feel free to contact me for any questions.

Sincerely,



Pat Hoaglin  
Secretary I  
Kent City Schools  
330-676-8651

Enclosures 3  
Cc: Edith Damron, President, OAPSE Local 176

**KENT CITY SCHOOLS  
INTERNAL JOB POSTING**

March 28, 2016

**TYPIST II**

**ROOSEVELT/BOARD OFFICE**

**RHS DATA PROCESSOR/ENROLLMENT**

Position Begins July 25, 2016

220 Days/Year

8 Hours/Day

Salary Per Typist II Wage Scale

Current Job Description Available in the Business Office

Interested persons should click on "Employment" and apply internally at [www.kentschools.net](http://www.kentschools.net). Deadline for application is Friday, April 1, 2016.

**PLEASE  
POST**

KENT CITY SCHOOL DISTRICT  
JOB DESCRIPTION

Civil  
Service

File 213

**Title:** SECRETARY/DATA PROCESSOR

**Reports to:** High School Principal

**Job Objectives:** Provides secretarial and administrative support services necessary for the effective management of assigned school programs.

**Minimum Qualifications:**

- High school diploma and a satisfactory pre-employment skill test score.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Criminal background check or investigation that is free of violations that prohibit public school employment.
- Congenial telephone etiquette and experience operating a multi-line system.
- Multitasking ability, customer-service focus, and attention to detail.
- Proficient in office protocol and the use of information technology systems.
- Ability to type 60 words per minute (touch method) at the time of filing application.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Meets all prerequisite qualifications to be bonded.
- Proficient in the use of computer software and maintenance of office records.

**Responsibilities and Essential Functions:**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs secretarial and administrative support duties (e.g., athletic eligibility, reports, etc.). Takes the initiative to perform routine tasks independently.
- Organizes and maintains a functional filing system that ensures the safe retention and efficient retrieval of office records.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- Acknowledges and greets visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Prepares message boards, displays, and bulletin boards as directed.
- Keeps current with program, policy, and procedure changes. Helps keep students, parents, and staff informed about relevant issues. Refers inquiries requiring policy interpretation to administrative staff.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.).
- Verifies the accuracy of database information as directed.
- Composes and types routine correspondence, newsletters, memos, notes, forms, etc.
- Collects, compiles, edits, and types statistical data and reports as directed.
- Uses photocopying and duplicating equipment to reproduce documents.
- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).
- Types, duplicates, assembles, and processes routine and special mailings.
- Helps gather information and types grant/foundation proposals as directed.
- Assists with committee assignments and/or special projects as directed.
- Monitors and reorders office supplies to maintain reliable service levels.
- Maintains forms related to administrative procedures and program functions.
- Keeps files and supplies properly stored to maintain an orderly office.

3/2016

Title: Secretary/Data Processor

Reports to: High School Principal/Guidance Department Chair

Objective: Provide secretarial & administrative support services necessary for the effective operation of Theodore Roosevelt High School & Kent City Schools

Responsibilities  
And Essential

Functions: Quoting Job Description hired as Secretary/Data processor 2/10/19/86:  
"Takes the initiative to perform routine tasks independently." "Performs prescribed activities efficiently with limited supervision."

DASL

DASL Master Administrator is responsible for system cohesiveness: ensure class course terms, credit award, are accurately reporting. Create course numbers for all new semester/year-long/group courses. Enter all teachers/tutors, class periods, locations in system. Organize & create Career Ed course groups for course title clarity, athletic eligibility, credit reporting. Schedule Engineering components each quarter to rotation groups. Adjust component credit per teacher reporting. Communicate each quarter, more if needed, with Six District Compact in receiving & giving of compact/RHS student grades. Communicate as needed on changes. Enter all PSEOP information throughout the year; course creation aligned with college title/credit. Enter in students schedule. Enter college grades at end of terms. Attend all DASL/Progress Book meetings at a-site for updates, trouble shooting, Kent City Schools representation, 4-6 x year. Chairman of the Educational Operating Committee Meeting at NEONET for past 6 years, meetings 2x year.

Staff: Update listing on new & retired staff. Enter data/security level for all new faculty/admin/staff at high school to ensure access to needed system(s), DASL/Progress Book/Special Svs/Email. Assist new/long term sub teachers in organizing class llists, student adds/drops, grade reporting, sharing, etc. Provide DASL assistance to new clerical staff in high school & District. Work with technical staff on issues when necessary.

Communicate with faculty regularly on grade reporting; changes, missing, incompletes. Manually add homerooms & program system for homeroom 1<sup>st</sup> pd attendance Update for 2<sup>nd</sup> semester & odd homerooms.

Report Cards & Interims: 8 x year communicate with faculty on interim reports & report card deadlines, grade verification & missing data, cc administrators, do follow up for each student & class to be accounted for. Print off report cards by homerooms, organize, give to Martha Pifer in timely manner for fees to be pulled. Give counselors, per request, electronic or paper copy. Print interims and distribute to homeroom teachers mailbox. Designed & implemented report cards, transcripts, interims to reflect all necessary information in organized, eye-pleasing format.

Regularly communicate with staff on student schedules, clarification, room changes, etc. Work closely with EMIS Coordinator on code funding on classes, staff, students, Career Ed reporting, WDs, misc student reporting, etc.

Withdraw all high school students with accurate, reportable information. Provide final WD paperwork for Guidance Department.

Email non-custodial parents report cards & interims 8 x year.

Provide Record Courier Honor & Merit Rolls 4 x year.

Program & generate attendance letters as requested. Update student demographic information, contacts, etc.

**Guidance:** Regularly enter all new student academic history from previous schools. Enter all APEX, Ind Study, Credit Flex, grade replacement, etc. Program DASL gpa calculations for report cards & transcripts. Update transcript layout & information as requested by Guidance. Coordinate with a-site in rank designation for timely production of accurate transcripts for mid-year and end of the year. Provide counselors with electronic transcripts for Career Ed application, scholarships, college admissions, etc. Brainstorm with counselor(s) on unique situations.

**Counselors:** Provide training for schedule changes, adding class sections for accurate student schedule, create classes, schedule conflicts. Assist as needed.

**Scheduling:** Attend SYI a-site meeting mid-year with Stanton guidance secretary & Emis Coordinator to push students/staff/classes/academic history, etc. into the next year for ALL District buildings. Enter new course offerings and inactivate classes not offered. Provide counselors with Public Course Request information for each student to receive username & password to enter course requests. Assist entering course requests on students. Assist counselors in organizing for distribution. Run reports reflecting all student requests & missing student requests. Work closely with Dennis Love & counselors in building next year's master schedule. Provide course request numbers to administration to determine number of classes. Enter all classes/study halls/tutoring/non-academic info, with teacher/course term/ room number. Set up Batch Scheduler parameters for schedule run. Make changes and run scheduler as needed. Assist counselors on balancing classes, large class student changes & other scheduling needs. Promote timely master schedule finalizing for PB rollover so teachers can view classes & students. Print & assist in beginning of the year mailing to Kent students.

**Progress Book Master Administrator:** Ensure accuracy of DASL rollover into PB. Submit enhancements to a-site for better performance; report problems. Start of year, set up report periods, grade reporting dates, Report Card Builder, gpa calculations. Communicate with faculty on grade entries, updating of class lists, students. Assist teachers/tutors in formatting PB Home Page, management of student adds/drops, sharing classes, etc. Set up 1<sup>st</sup> pd attendance homerooms for teacher/tutor accurate reporting. Create virtual class list for coaches/advisors to monitor student progress. Throughout the year assist all staff with questions & enhancement ideas.

**Parent Access:** On a continuing basis, through e-mail & telephone, create access for parents/students/noncustodial parents. Provide/organize/promote communication with parents and students on the availability of Parent Access at beginning of the year, Open House and throughout the year. Assistance is needed regularly.

**Misc:**

Provide District support for Rita Baker. Designed template used in District student medical plan. Assist in use of DASL, email, District communication. Add coding, as needed, for student medical reporting. Enter MA's into DASL with appropriate security & building rights. Provide support in any area of need.

Provide extensive data for in-house and out-of-house grants, police, enrollment, administrative requests, advisors, etc.

Have implemented & continue to search for cost savings measures in all areas.