

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, June 15, 2020
5:00 PM

Present: Christine Klein, Chair
Allyson Chicoski, Member

Also Present: Dawn Bishop, CSC Coordinator
James Soyars, Kent City Schools, Director of Business Services
Deborah Krutz, Kent City Schools, Treasurer
Nicholas Shearer, City of Kent, Police Chief
Marilyn Sessions, CSC Member June 20, 2020

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:03 pm on Monday, June 15, 2020, by Christine Klein. Roll call was taken.

Approval of May Minutes held for July's regular meeting.

Kent City Schools

Personnel Change Read.

Mr. Soyars said once the vacant custodian position is posted for five days and should there be no qualified internal applicants, he's asking the commission to approve establishing a custodian list.

MOTION TO ESTABLISH AN ELIGIBLE LIST FOR CUSTODIAN IF THERE ARE NO INTERNAL APPLICANTS, made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 2-0.

Ms. Klein asked if the custodian job description was received and Ms. Bishop said yes it was received.

Mr. Soyars said the City Schools are asking for a temporary exemption to fill the Payroll Manager position as was done in 2018. The current Payroll Manager's resignation is effective very shortly and they would like to get working on filling that position. The position is excluded from the OAPSE union and is also a managerial position.

Ms. Krutz agreed that as the Payroll Manager position will be vacant in two weeks and the Payroll Assistant is retiring, there is no one to slide into the position. The software is very proprietary and Ms. Krutz said they were very fortunate to find Ms. DePompei two years ago as she had been doing payroll for four years previous to that in another district. Unfortunately she is leaving to take a non-payroll position in another school district. It's not a position that can easily be trained on the job and they wish to go out and get another candidate from another district.

Ms. Chicoski wanted to clarify that this was only a temporary exemption and will still fall under the Civil Service Commission.

MOTION TO ALLOW A TEMPORARY EXEMPTION FOR THE POSITION OF PAYROLL MANAGER made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 2-0.

Safety Administration

Kent Police Department personnel changes read.

Chief Shearer said the current Administrative Assistant to the Police Chief will be accepting a job as the Assistant to the City Manager and he's asking for an exemption to Civil Service testing that would allow the Secretary to the Chief of Police, Ms. Bzdil, to slide into that position. Chief Shearer continued that both positions were hired off the same list/test. To go along with that, he is asking for the creation of an eligible list to then hire the Secretary to the Chief of Police.

Ms. Klein asked if there was any precedent for that.

Chief Shearer said not that he is aware of. Ms. Bishop didn't look back previous to 1990 to see what the circumstances were.

Ms. Klein asked of Chief Shearer if he saw any reason for the differentiation in the positions.

Chief Shearer said there is definitely different responsibility and one couldn't automatically say that down the road the Secretary to the Chief of Police could just slide into the Administrative Assistant role. In this case he is very confident in Ms. Bzdil's abilities and does believe in promoting from within if at all possible.

Ms. Chicoski asked if there was any sort of internal posting that would make it possible for the Secretary to just bid and apply for the Administrative Assistant and it sounds to her like Ms. Bzdil is more than qualified.

Chief Shearer said if we do want to give a test for the Administrative Assistant position, he would like to keep both job descriptions in the posting so that no matter how things worked out, they could hire off of the list even if Ms. Bzdil didn't finish in the top 25%.

Ms. Chicoski said if she already took the test and qualified, it wouldn't seem necessary for her to take it again and would already be eligible from being in the department in her current role.

Discussion continued regarding making sure there was not a precedent set of automatically moving the Secretary to the Administrative Assistant position in the future.

MOTION TO ADVERTISE AN EXAM TO CREATE AN ELIGIBILITY LIST FOR SECRETARY TO THE CHIEF OF POLICE made by Ms. Klein, seconded by Ms. Chicoski, and **CARRIED** by a voice vote of 2-0.

MOTION FOR AN EXEMPTION FOR MS. BZDIL TO TRANSFER TO THE ADMINISTRATIVE ASSISTANT POSITION, THIS ONLY APPLIES IN THIS INSTANCE, AND IN THE FUTURE SUCH REQUESTS WILL BE BROUGHT BACK TO THE COMMISSION made by Ms. Klein, seconded by Ms. Chicoski, and **CARRIED** by a voice vote of 2-0.

Ms. Sessions also agreed with both motions.

Time frame of the test was discussed and July 31 was the absolute longest that Ms. Long would be in the Administrative Assistant to the Chief of Police role. She has agreed to help whoever ends up in that role get up to speed.

Kent Fire Department personnel change read.

Civil Service Commission

Discussion regarding the exam the next day and Ms. Sessions, Ms, Chicoski, and Ms. Bishop were all going to run two testing sessions to make sure all candidates were distanced. Ms. Klein agreed to help the upcoming Saturday for the typing test. Ms. Chicoski wanted to make sure candidates were not going to be signing in on a shared piece of paper and would have individual notecards. Ms. Bishop also said everyone has to have a mask to enter the school and take the exam.

Adjournment

MOTION MADE TO ADJOURN THE MEETING AT 5:53 PM

Motion was made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 2-0.

Minutes approved: July 20, 2020

UNABLE TO SIGN _____
Christine Klein, Chair

VIRTUAL MEETING 7/20/2020

Allyson Chicoski, Member