



Civil Service Commission

City of Kent 930 Overholt Road Kent, Ohio 44240 330-678-8101

Civil Service Commission Meeting ***February 22, 2021, 5:00 pm***

Due to the COVID-19 pandemic, the Civil Service Commission meeting will be held virtually.

Call to Order

Roll Call

Civil Service Commission

1. Approval of Commission Meeting Minutes – December 21, 2020.

Service Administration

Personnel Change:

Retirement: David Cox, Service Worker, effective 1/1/2021

Safety Administration

Kent Police Department

1. Personnel Changes:
 - a. Resignation: Alisen Butcher, Dispatch Coordinator, effective 1/26/2021.
 - b. Resignation: Jordan Costy, Clerk-Dispatcher, effective 2/21/2021.
2. Updated Job Description for Dispatch Coordinator.
3. Request for a Dispatch Coordinator promotional examination.
4. Updated Job Description for Juvenile Counselor.
5. Request for a Juvenile Counselor exam be administered to establish an eligible list.

Parks and Recreation

Personnel Change:

Resignation: Kevin Schwartzoff, Director, effective 1/1/2021.

Adjournment

Any person who requires an auxiliary aid or service for effective communication or a modification of policies and procedures to participate in the Civil Service Commission public meeting or event should contact the Civil Service Commission at 330-678-8101 or civilservice@kent-ohio.org. Any request for auxiliary aid or other accommodation should be made as soon as possible, but no later than forty-eight (48) hours prior to the event.