

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, February 22, 2021
5:00 PM

Present: Christine Klein, Chair
Allyson Chicoski, Member
Marilyn Sessions, Member

Also Present: Dawn Bishop, CSC Coordinator
Nicholas Shearer, City of Kent, Police Chief

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:00 pm on Monday, February 22, 2021, by Christine Klein. Roll call was taken.

MOTION TO APPROVE THE MEETING MINUTES of December 21, 2020 made by Ms. Chicoski, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0. Ms. Sessions abstained from the vote.

Service Administration

Personnel Change Read

Safety Administration

Police Department

Chief Shearer said as a result of Alisen Butcher's resignation as the Dispatch Coordinator, he and Ms. Stemnock have done a revision of the Dispatch Coordinator job description. Most notably since the last revision of the job description, a Records Clerk has been separated from the unit and is a non-union position. The old job description discussed experience in both Records and Dispatch but with the current set up the only people eligible for the Dispatch Coordinator position are Dispatchers.

MOTION TO HOLD A DISPATCH COORDINATOR PROMOTIONAL EXAM ASSESSMENT BASED ON THE REVISED JOB DESCRIPTION, made by Ms. Sessions, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

Ms. Klein asked if Chief Shearer has been in contact with Ms. Bishop about getting a test scheduled. Chief Shearer said yes he's worked with Ms. Stemnock with the job description and he believes Ms. Bishop has been in contact with Ramsey about their assessment. He only requested that it be similar to their sworn officer promotional exams as an assessment center.

Ms. Sessions asked if there was strong interest amongst the dispatchers for this promotion. Chief Shearer he believes so, he's asked around a little but, he thinks a lot want to hear from him about his expectations. He plans on having a meeting with the entire Dispatch Unit on his expectations for the job. He thinks some of the people may be concerned about the shift expectations. He does not foresee this being a day shift position. There's two people with the responsibility of supervising dispatchers, the Services Captain and the Dispatch Coordinator, and to him it doesn't make a lot of sense to have both on day shift. If the unforeseen happens and there is no interest, they may have to look at opening this up outside.

Ms. Chicoski asked if Ramsey and Associates would perform the assessment for this. Chief Shearer said yes. OACP does not yet have assessments available for dispatch promotions.

Chief Shearer continued on with the extensive job description updates that were done for the Juvenile Counselor position. Notably, this would encompass assisting all those with mental health needs and going

above and beyond juvenile counseling, he would like this position to follow up with individuals having been identified by the Crisis Intervention Team. Rewriting this job description was the first step in hopefully realizing the untapped potential of this position. The job also now has a requirement of having a bachelor's degree in counseling, psychology, social work or related field along with three years' experience in a related field. Chief Shearer would like to see this job posted for a while as it is an external position and there is some flexibility in the time table to make sure they get the right person.

Ms. Chicoski suggested going directly to the local colleges to look for the right candidate. Chief Shearer said yes this is a recruiting situation that is a little different from recruiting police officers. Ms. Chicoski also asked if this was a Ramsey exam. There was some discussion regarding this and agreed that a written test of qualified applicants given by Ramsey would be the route to go.

MOTION TO HOLD A WRITTEN EXAM FOR THE POSITION OF JUVENILE COUNSELOR BASED ON THE REVISED JOB DESCRIPTION TO ESTABLISH AN ELIGIBLE LIST, made by Ms. Chicoski, seconded by Ms. Sessions, and CARRIED by a voice vote of 3-0.

Parks and Recreation

Personnel Change Read

Adjournment

MOTION TO ADJOURN THE MEETING AT 5:31 PM made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

Minutes approved: 4/18/2021

During the virtual meeting of 4/18/21: MOTION TO APPROVE THE MINUTES MADE BY Ms. Chicoski, seconded by Ms. Sessions, and CARRIED by a voice vote of 3-0.

Christine Klein

Allyson Chicoski

Marilyn Sessions