

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, April 24, 2023
5:00 PM

Present: Marilyn Sessions, Chair
Christine Klein, Member

Also Present: John Seidel, CSC Coordinator
Jamie Samels, Fire Captain/Acting Chief

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:00 pm on Monday, April 24, 2023, by Marilyn Sessions. Roll call was taken.

MOTION TO APPROVE THE MEETING MINUTES of February 27, 2023, made by Ms. Klein, seconded by Ms. Sessions, and CARRIED by a voice vote of 2-0.

Safety Administration

Police Department

Personnel changes read.

Mr. Seidel explained the request for the Lateral transfer Clerk/Dispatcher opening, clarifying that it was the same process as last meeting's Lateral Police Officer request.

MOTION TO ESTABLISH A FIVE-YEAR ELIGIBLE LIST FOR THE POSITION OF LATERAL TRANSFER CLERK/DISPATCHER made by Ms. Klein, seconded by Ms. Sessions and CARRIED by a voice vote of 2-0.

Fire Department

Personnel changes read.

Captain Samels explained the Fire Department has one Administrative Assistant which they refer to as a Fire Services Specialist. The current Specialist resigned creating an opening which they need to fill. He stated that the Fire Department is hoping to find someone with a strong Finance background, as the previous Specialist performed their accounting duties. Captain Samels also gave praise to the other employees of the City of Kent and members of the Fire Department who were stepping in to help during the vacancy.

Captain Samels stated that the job description was brought before Human Resources and the current Fire Services Specialist, no significant changes were made. He said he would like this position filled sooner rather than later. Ms. Sessions and Ms. Klein discussed three- and four-week options for advertising and testing. The three-week option was selected to get the position filled as quickly as possible.

MOTION TO ESTABLISH AN ELIGIBLE LIST FOR THE POSITION OF FIRE SERVICES SPECIALIST, made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.


Adjournment

MOTION TO ADJOURN THE MEETING AT 5:23 PM made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Minutes approved: _____



Christine Klein



Marilyn Sessions