

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, September 18, 2023
5:00 PM

Present: Marilyn Sessions, Chair
Christine Klein, Member
Matthew Hathaway, Member

Also Present: John Seidel, CSC Coordinator
Jennifer Ennemoser, Police Captain

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:00 pm on Monday, September 18, 2023, by Marilyn Sessions. Roll call was taken.

MOTION TO APPROVE THE MEETING MINUTES of August 21, 2023, made by Mr. Hathaway, seconded by Ms. Klein, and CARRIED by a voice vote of 3-0.

Safety Administration

Police Department

Captain Ennemoser explained the request for a new Detention Officer eligible list, there is one current vacancy with the potential for a second if one of the two Detention Officers applying for Compliance Officer is chosen.

Mr. Seidel asked if Detention Officers were full-time or part-time, and Captain Ennemoser said all Detention Officers are part-time.

MOTION TO AN ELIGIBLE LIST FOR THE POSITION OF DETENTION OFFICER made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 3-0.

Captain Ennemoser said there were three openings in the Kent Dispatch Center, two positions could be filled by lateral transfer, but that would leave at least one opening which they would need candidates for. An Eligible list was being requested to fill any openings the lateral process did not fill.

She requested that the Commission run its own typing test, to make sure candidates were able to type at 30 words per minute or more due to issues some of the prior candidates had with typing. This test would be run after the online portion from National Testing Network, and the typing test would not affect placement on the Eligible list, it would only be pass or fail.

Ms. Sessions asked where the lateral candidates were in the process, and Captain Ennemoser said they had been through the Critical Poise Stress Analysis test, which was after the panel interview, and the candidates now had to wait for background checks. Ms. Sessions asked if there was any concern with losing the two lateral candidates to another agency, but Captain Ennemoser said they were recruited by other dispatchers and were interested in Kent specifically, so she was not concerned about that.

MOTION TO AN ELIGIBLE LIST FOR THE POSITION OF CLERK DISPATCHER made by Mr. Hathaway, seconded by Ms. Klein, and CARRIED by a voice vote of 3-0.

Community Development

Personnel change read.

Service Administration

Utilities

Mr. Seidel explained that the Exceptional Appointment rule had been used historically to fill the position of Water Reclamation Plant Manager due to the scientific requirements of the EPA Class IV license required for the position.

MOTION FOR EXCEPTIONAL APPOINTMENT FOR THE POSITION OF WATER RECLAMATION FACILITY MANAGER made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 3-0.

Ms. Klein asked if Civil Service would still advertise for this, to which Mr. Seidel said yes, the names will just be sent to the Department/Human Resources similar to how the private sector would hire. She also wanted to confirm that this was a single occurrence, and Mr. Seidel confirmed this exceptional appointment would just be for this opening.

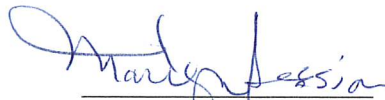
Adjournment

MOTION TO ADJOURN THE MEETING AT 5:14 PM made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 3-0.

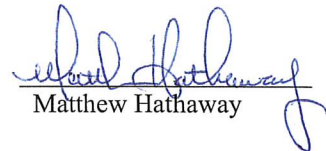
Minutes approved: _____



Christine Klein



Marilyn Sessions



Matthew Hathaway