



# Civil Service Commission

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

## ***Civil Service Commission Meeting*** *February 24, 2020, 5:00 pm* *Kent Fire Department, 320 S Depeyster Street*

### Call to Order

Roll Call

Approval of Commission Meeting Minutes – January 27, 2020

### Kent City Schools

1. Personnel Changes:
  - a. Retirement: Edna Hensel, Typist II Roosevelt High School, effective June 1, 2020.
2. Request for a Typist II civil service exam be administered to establish a new eligible list, *pending no internal applicants.*

### Safety Administration

#### Kent Fire Department

1. Fire Lieutenant Written Promotional Exam Scheduled for April 21, 2020, at 9am to be administered by Ohio Fire Chiefs' Association. Assessment scheduled for May 9, 2020.

#### Kent Police Department

1. Personnel Changes:
  - a. Resignation: Homer Hood, Detention Officer, effective February 7, 2020.
  - b. New Hire: Julie Loomis, Detention Officer, effective February 17, 2020.
2. Request for a Detention Officer civil service exam be administered to establish a new eligible list.

### Service Department

1. Personnel Changes:
  - a. AFSCME Transfer: Christopher France, Repair Operator from Plant Mechanic, effective February 10, 2020.
2. Request for a Plant Mechanic civil service exam be administered to establish an eligible list.

### Budget & Finance

1. Personnel Changes:
  - a. Retirement: Dave Coffee, Finance Director, effective February 29, 2020.
  - b. New Hire: Rhonda Hall, Finance Director, effective February 3, 2020.

### Community Development Department

1. Personnel Change:

*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](mailto: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.*

- a. New Hire: Kathleen Petsko, Grants and Neighborhood Programs Coordinator, effective February 3, 2020.

### Civil Service Commission

1. Commission Vacancy Follow Up

### Adjournment

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