

ORDINANCE NO. 2022 - 080

AN ORDINANCE AUTHORIZING THE CIVIL SERVICE COMMISSION TO CHANGE THE CIVIL SERVICE TESTING RULES TO ALLOW FOR LATERAL TRANSFERS WITHOUT REQUIRING A FULL CIVIL SERVICE RE-TEST, AND DECLARING AN EMERGENCY.

WHEREAS, the Civil Service Commission would like to amend Rule 5, specifically 5.01 – Notice of Examination, to allow for lateral transfers without requiring a full Civil Service re-test; and

WHEREAS, the Civil Service Commission has voted in favor of the proposed lateral testing rule change. The change will help recruit more qualified candidates for Civil Service vacancies.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio:

SECTION 1. That Kent City Council hereby authorizes the Civil Service Commission to allow for lateral transfers with the requirement of re-testing, and is more fully set forth in Exhibit "A", attached hereto and incorporated herein.

SECTION 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: August 17, 2022
Date

J. T. Fiala
Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: August 17, 2022
Date

ATTEST: Amy Wilkens
Amy Wilkens
Clerk of Council

I, AMY WILKENS, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF RESOLUTION NO. 2022-080, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON August 17, 2022.

(SEAL)

Amy Wilkens
AMY WILKENS
CLERK OF COUNCIL



CIVIL SERVICE COMMISSION

CITY OF KENT ■ 930 OVERHOLT RD. ■ KENT, OHIO 44240 ■ 330-678-8101

The Civil Service Commission would like to amend its rules to allow for lateral transfers. Below are proposed changes (in red) to Rule 5 – Examinations of the Civil Service Commission Rules and Regulations.

5.01 Notice of Examination

- a. Entrance Examination – Notice of competitive entrance examinations shall be given through a newspaper or local circulation and by posting notices conspicuously on the City Hall bulletin boards, in the Human Resources Office, the city’s website, and in such places as may be deemed advisable, not less than two (2) weeks prior to the last day on which applications shall be accepted for the examination. Examinations shall be held at such places as the Commission deems advisable and shall be administered under its direction.
- b. Lateral Examination- Notice of lateral competitive entrance examinations shall be given through a newspaper or local circulation and by posting notices conspicuously on the City Hall bulletin boards, in the Human Resources Office, the city’s website, and in such places as may be deemed advisable, not less than two (2) weeks prior to the last day on which applications shall be accepted for the examination. Examinations shall be held at such places as the Commission deems advisable and shall be administered under its direction.
- c. Promotional Examination (when applicable) – Notice of competitive promotional examinations to be held shall be given by posting bulletins in conspicuous places in the departments whose employees may be interested or by individual communication to the employees eligible for such promotion. Such notice shall be given not less than two (2) weeks prior to the last day on which applications will be accepted for the examination except for in the fire department and the police department (see Rule 5.06 and 5.07)

The commission may conduct an entrance examination, a lateral examination, or both. Each type of examination will have its own separate and independent eligibility list.

Both entrance and lateral examinations may be collectively referred to herein as “original entry level appointment.” Examinations shall be oral and/or written and such in character and relate to such matters as will in the opinion of the commission fairly test the relative fitness of the persons examined to discharge the duties of the positions to which they seek appointment.