

ORDINANCE NO. 2025 - 030

AN ORDINANCE AUTHORIZING THE CIVIL SERVICE COMMISSION TO CHANGE THE CIVIL SERVICE RULES AND REGULATIONS SPECIFICALLY RULE 5.01 AND RULE 6.02 AND DECLARING AN EMERGENCY.

WHEREAS, the Civil Service Commission would like to amend Rule 5, specifically 5.01 – Notice of Examination, to advertise in a newspaper specifically, as well as specific locations within the City; and

WHEREAS, the Civil Service Commission would like to amend Rule 6, specifically 6.02 – Duration of Eligible Lists, to clarify the timeframe of the expiration of an eligible list; and

WHEREAS, the Civil Service Commission has voted in favor of the proposed changes on March 17, 2025.

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 change the Civil Service Rules and Regulations, specifically Rule 5.01 and Rule 6.02 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: 4/16/25
Date

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

EFFECTIVE: 4/16/25
Date

ATTEST: Kathleen Coleman
Kathleen Coleman
Clerk of Council

I, KATHLEEN COLEMAN, 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 ORDINANCE No. 2025-030, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON April 16, 2025.

(SEAL)

Kathleen Coleman
KATHLEEN COLEMAN
CLERK OF COUNCIL

EXHIBIT "A"

REVISION 5.01 Notice of Examination

Entrance Examination – Notice of competitive entrance examinations shall be given ~~through a newspaper or local circulation and~~ by posting notices ~~conspicuously~~ on the city's website, on the City's ~~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.

REVISION 6.02 Duration of Eligible Lists

A certified eligible list will expire ~~upon the filling or closing of the position, or 12 months from the date of record, whichever comes first.~~ Firefighter lists are valid for a period of two (2) years, per Ohio Revised Code 126.46. However, the Civil Service designee may use an expired certified list to fill a position of the same classification within the same appointing authority for which the list was created. The Civil Service Commission may grant a one (1) year extension for any eligible list that has not expired. No eligible list will be granted more than one (1) extension.