

CITY OF LAKE STEVENS SPECIAL CIVIL SERVICE MEETING AGENDA

Permit Center Conference Room
1820 Main Street, Lake Stevens
Monday, November 17, 2014

CALL TO ORDER: 6:00 P.M.

ACTION ITEMS:

- A. Approve minutes of August 6, 2014 meeting.
- B. Approve Lateral (Experienced) Police Officer Eligibility List Dated November 17, 2014.
- C. Approve Entry-level Police Officer Eligibility List Dated November 17, 2014.
- D. Amendment of Rule 8.02 Examination Announcement.
- E. Amendment of Rule 8.10.1 Sergeant Promotional Examination.
- F. Amendment of Rule 8.10.2 Lieutenant Promotional Examination.

DISCUSSION ITEMS:

- A. Amendment of Rule 2.01 Commission – Meetings – Quorums
- B. Amendment of Rule 2.02 Chair – Vice Chair.

INFORMATION ITEMS:

- A. Special meeting notice

ADJOURNMENT:

**CITY OF LAKE STEVENS
CIVIL SERVICE MEETING MINUTES**

Wednesday, August 6, 2014

Permit Center Conference Room, 1820 Main Street, Lake Stevens, WA

CALL TO ORDER: 6:02 p.m. by Hal Hupp, Chairperson

COMMISSIONERS PRESENT: Hal Hupp, Chairperson
Jim Palmer

COMMISSIONERS ABSENT: Danny Pitocco

STAFF MEMBERS PRESENT: Chief Examiner, Steven Edin
Police Chief, Dan Lorentzen
Police Commander Dennis Taylor

OTHERS: None

Election of Civil Service Commission Chairperson and Vice-Chairperson for 2014

Chief Examiner Edin reported that the election of a Chairperson and Vice-Chairperson for 2014 should have been done at the first meeting of the year, but was overlooked. Mr. Edin recommended that the Commission appoint a Chair and Vice-Chair at this meeting to comply with Rule 2.02 of the Lake Stevens Civil Service Rules. Commissioner Hupp recommended that, in the future, we have the election of the Chair and Vice-Chair for the following year at the last meeting of year. Even if there is no business, the Commissions should meet at the end of the year to complete this business. Mr. Edin will put this on the calendar for the end of the year.

MOTION by Commissioner Palmer, seconded by Commissioner Hupp to approve Commissioner Hupp as the Commission Chairperson and Commissioner Palmer as the Vice-Chair for 2014. **MOTION** passed unanimously.

Approval of Civil Service Commission Meeting Minutes Dated March 12, 2014

Commissioner Hupp had one correction to the meeting minutes from March 12, 2014. The header of the minutes should read Wednesday, March 12, 2014, not Wednesday, March 14, 2014.

MOTION by Commissioner Palmer, seconded by Commissioner Hupp to approve the Civil Service Commission meeting minutes dated March 12, 2014, with the correction of the header to read Wednesday, March 12, 2014. **MOTION** passed unanimously.

Approval of the Lateral (Experienced) Police Officer Eligibility List Dated August 6, 2014

Chief Examiner Edin reported that 8 candidates applied for this round of Lateral Police Officer recruitment. Of the 8 candidates, 6 dropped out of the process. Of the 2 remaining candidates, 1 showed up for the interview and passed. The oral board panel attempted to reach the other candidate by Skype, but was not successful.

MOTION by Commissioner Palmer, seconded by Commissioner Hupp to approve the Lateral (Experienced) Police Officer Eligibility List dated August 6, 2014. **MOTION** passed unanimously.

Future Civil Service Commission Meeting Dates

Chief Examiner Edin reported that the City will be doing another Entry-level Police Officer oral board sometime in late August or early September. Therefore, expect another Civil Service Commission meeting soon after.

MEETING ADJOURNED by Commissioner Hupp at 6:11 p.m.

Respectfully Submitted:

Steven R. Edin
Civil Service Secretary/Chief Examiner

Approved By:

Halley Hupp
Chairperson

8. EXAMINATIONS

8.01 *Ordering Examinations.*

The Commission shall order an examination whenever it is deemed to be in the best interest of the City of Lake Stevens. The Secretary shall administer examinations as provided by these rules.

8.02 *Examination Announcement.*

Public notice of examinations ~~may~~ shall be given by the Secretary in the official newspaper at least ten (10) days preceding such examination and in any other publications which the Secretary may direct. The official bulletin shall be posted in the Chief Examiner's~~Commission's~~ office and distributed to appropriate departments for posting at all employment centers. Promotional examination notices are not required to be advertised but shall be posted in the Chief Examiner's~~Commission~~ office and in department offices not less than fifteen (15) days preceding the examination. (Commission revised on November 17, 2014; April 16, 1992)

8.03 *Amendments to Announcements.*

The Secretary may amend any published announcement with appropriate public notice.

8.04 *Continuous Examinations.*

- a. A continuous or periodic examining program may be ordered and administered by the Secretary for any class of positions for other than promotional examinations. Filing will be opened, applications received, and the examinations administered, according to the needs of the service. The names of qualified candidates resulting from such examinations shall be entered on the candidate register and certifications for appointments shall be made in the same manner as from any candidate register. Names of candidates from successive examinations in the same program shall be entered on the candidate register for the class at the appropriate places as determined by final grades. Names may be withheld from certification or removed from such candidate registers in the same manner and for the same reasons as from any candidate register.
- b. To expedite certification and appointment and to maintain security of examination material, no keyed copy of the written test will be provided at any time. The candidate register may be promulgated immediately after the results are obtained.
- c. Except as provided above, the rules applicable to other examinations shall apply to continuous and periodic examinations.

8.05 *Character of Examinations.*

All examinations shall be competitive, impartial, and practical in their character. They shall be designed to qualify and rank applicants in terms of their relative fitness to perform the duties of the class for which the examination was ordered. An examination shall be deemed to be competitive when applicants are tested as to their relative qualifications and abilities, or when a single applicant is scored against a fixed standard.

The Chief of Police and the Secretary will evaluate the applicant's employment history and training to determine if the applicant qualifies as an experienced Police Officer. Qualifying applicants will be sent a written examination that assesses their experience, writing skills and ability to apply current professional concepts. A panel of evaluators selected by the Chief of Police and Secretary will judge the written examination. A minimum score of 70% is necessary to move to an oral board exercise. (Commission revised on May 7, 2008; January 25, 1999)

8.08 Parts and Weights.

Each examination shall embrace one or more parts to which a raw score, rank order, or percentage weight shall be assigned. One or more of the following options shall be utilized in scoring an examination.

- a. A raw score (actual number of questions answered correctly) shall be the sole indicator of final score of a written examination, unless otherwise determined by the Commission prior to exam administration.
- b. A rank order list shall be the final result of an assessment center type of examination. The rank ordering shall be determined by the number of points earned in an assessment center. Assessors retained by the Commission shall have the latitude and flexibility of recommending individuals for promotion in addition to not recommending individuals for promotion, thus not including those individuals on the eligibility list who do not receive recommendations.
- c. A percentage weight shall be determined by multiplying the weight assigned to one or more parts of an examination and the sum of the resulting products, to be called the "weighted average".
- d. A rank order list shall be the final result of a competitive examination process as defined in section b above. (Commission added August 18, 2010)

8.09 Passing Grades.

- a. A final minimum passing score required shall be determined by the Commission prior to any examination in which a raw score is utilized.
- b. Where an examination consists of two or more parts, the Commission may set a minimum score to be required in any part of such examination, and any applicant who fails to attain such minimum score shall be considered as having failed in the entire exam and shall not be entitled to take the balance of the exam. The minimum score required, and the part of the exam to which it is applicable, shall be stated in the official bulletin or announced at the time of the examination.
- c. If a minimum score is not determined by the Commission prior to any examination, then the minimum scores for each examination shall default to the standards described in Section 8.07, "Contents of Examinations." (Commission added on January 14, 2009)

8.10 Promotional Examinations.

Vacancies in the higher positions of a class shall be filled by promotion, whenever practicable in the judgment of the Commission. Upon showing from a department that special training and knowledge gained within a department is essential to the proper filling of the vacancy; the Commission may limit an examination to a promotional examination within a department only.

8.10.1 Sergeant Promotional Examinations.

The minimum qualifications for the rank of Sergeant are contained in the current job description. The promotional process is an assessment center exercise that evaluates the applicant's knowledge of law, department policy, and current professional practices; skills in oral communication and writing; judgment; and ability to apply supervisory practices to a variety of situations. The promotional examination ~~may~~ will be announced and applications accepted when vacancies occur or the certified eligibility list has expired or has been exhausted. The assessment exercise ~~may~~ will be administered and scored in accordance with this chapter and the eligibility list certified by the commission at a regular meeting. (Commission revised on November 17, 2014; March 27, 2006; January 25, 1999)

8.10.2 Lieutenant Promotional Examinations

The minimum qualifications for the rank of Lieutenant are contained in the current job description. The promotional process for this classification will include a competitive examination and oral board interview as described in Rule 8.07. The competitive examination should evaluate the applicant's knowledge of law, department policy, and current professional practices; skill in oral communication and writing; judgment; and ability to apply supervisory practices to a variety of situations. The competitive examination ~~may~~ will be announced and applicants accepted when vacancies occur or the certified eligibility list has expired or has been exhausted. The competitive examination ~~may~~ will be administered and scored in accordance with the chapter and the eligibility list certified by the commission at a regular meeting. (Commission added November 17, 2014; August 18, 2010)

8.11 Open Graded Examinations.

An examination may be advertised as open graded when, in the judgment of the Commission, it is in the best interests of the service.

8.12 Veteran's Credit.

Veterans, who have passed an examination, shall be entitled to credit pursuant to Chapter 41.04 RCW. (A copy of pertinent provisions of Washington State law relating to veteran's preference in employment is attached as Appendix B to these rules.) (Veteran's otherwise qualified shall be entitled to a credit equal to 10% of the points earned on the examination.) (Commission revised on April 16, 1992)

8.13 Reserve Officer Credit.

Lake Stevens Reserve Police Officer's who meet the minimum qualifications for an entry-level position and have graduated from the Reserve Police Officer Academy, will be entitled to a credit equal to 4% of the points earned on the examination for each year of service as a Reserve Officer up to a maximum of 12%. Credit provided herein shall not be combined with or added to any other credit provided for under these Civil Service Rules. (Commission revised on May 7, 2008; October 29, 2001; January 25, 1999)

8.14 Keyed Copy Inspection and Examination Protest.

- a. Any protest against the scope, content, or practicality of any part of an examination shall be filed in writing with the Secretary within three (3) working days immediately following the administration of such part, or within the time limit specified on the examination instruction sheet.

2. ADMINISTRATION AND OPERATIONS

2.01 Commission—Meetings—Quorum.

In the necessary conduct of its work, the Commission shall meet on the fourth Monday of each month, at 6:00 p.m., in the Lake Stevens City Hall Annex (unless otherwise posted), unless there is no pending business requiring Commission action. Notice of special meetings shall be provided as required by the Open Public Meetings Act (Chapter 42.30 RCW, as amended.). The Commission shall conduct hearings as required. Notice of hearings shall be provided as required by these rules. Two members of the commission shall constitute a quorum. No action of the Commission shall be effective unless two members concur therein. All Commission meetings or hearings, regular or as required, shall be open and public. Provided, however, that the Commission may meet in executive session as authorized by the Open Public Meetings Act (Chapter 42.30 RCW, as amended). (Commission revised on January 14, 2009)

2.02 Chair--Vice Chair.

At the first regular meeting in January of each year, the Commission shall elect one of its members as Chair and another member to serve as Vice Chair for a term of one year. Should a Chair and/or Vice Chair resign or be removed from the position prior to the expiration of their term, the commission, upon appointment of a new member, shall proceed to the election of a new Chair and/or Vice Chair.

2.03 Rules of Order.

Roberts Rules of Order shall be final authority on all questions of procedure and parliamentary law not otherwise provided by these rules. However, with the concurrence of two commissioners such rules may be waived or modified. In quasi-judicial proceedings, the Commission shall be guided, but not bound by, the Civil Rules for Superior Court. (Commission revised on January 14, 2009)

2.04 Commissioners--Challenge.

Any challenge to a Commissioner's participation at a hearing shall be made by an interested party prior to the commencement of a hearing. The challenged Commissioners shall review and rule on the challenge prior to proceeding with the hearing. Failure to timely raise a challenge shall constitute a waiver of the challenge by the party unless, in the exercise of reasonable diligence, a basis for challenge is unknown to a party prior to commencement of a hearing. (Commission revised on January 14, 2009)

2.05 Commissioners--Challenge--Necessity.

If, as a result of disqualification(s) pursuant to Rule 2.07, there is no longer a lawfully constituted quorum available, then by reason of necessity, the disqualified Commissioner(s) shall return and proceed with the hearing.

2.06 Office--Hours.