

CITY OF LAKE STEVENS SPECIAL CIVIL SERVICE MEETING AGENDA

Permit Center Conference Room

1820 Main Street, Lake Stevens

Thursday, January 29, 2015

CALL TO ORDER: 6:00 P.M.

ACTION ITEMS:

- A. Approve minutes of November 17, 2014 meeting
- B. Election of Civil Service Commission Chairperson per Rule 2.02
- C. Election of Civil Service Commission Vice-Chairperson per Rule 2.02
- D. Approve Entry-level Police Officer Eligibility List Dated January 29, 2015
- E. Approve Lateral (Experienced) Police Officer Eligibility List Dated January 29, 2015
- F. Amendment of Rule 2.01 Commission – Meetings – Quorums
- G. Amendment of Rule 8.02 Examination Announcement

DISCUSSION ITEMS:

- a. Removal of name from Lateral Police Officer Eligibility List Dated November 17, 2014.

INFORMATION ITEMS:

- A. Special meeting notice

ADJOURNMENT:

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

Monday, November 17, 2014

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

CALL TO ORDER: 5:59 p.m. by Hal Hupp, Chairperson

COMMISSIONERS PRESENT: Hal Hupp, Chairperson
Jim Palmer
Danny Pitocco

COMMISSIONERS ABSENT: None

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

OTHERS: None

Approval of Civil Service Commission Meeting Minutes Dated August 6, 2014

MOTION by Commissioner Palmer, seconded by Commissioner Pitocco to approve the Civil Service Commission meeting minutes dated August 6, 2014. **MOTION** passed unanimously.

Approval of the Entry-level Police Officer Eligibility List Dated November 17, 2014

Chief Examiner Edin reported that 17 candidates were invited to this round of Entry-level Police Officer oral boards. Of the 17 candidates, 7 attended with 1 no show. All 7 candidates passed the oral boards.

MOTION by Commissioner Pitocco, seconded by Commissioner Palmer to approve the Entry-level Police Officer Eligibility List dated November 17, 2014. **MOTION** passed unanimously.

Approval of the Lateral (Experienced) Police Officer Eligibility List Dated November 17, 2014

Chief Examiner Edin reported that 5 candidates were invited to this round of Lateral (Experienced) Police Officer oral boards. Of the 5 candidates, 3 attended. Two candidates were interviewed via Skype. All 3 candidates passed the oral boards.

MOTION by Commissioner Palmer, seconded by Commissioner Pitocco to approve the Lateral (Experienced) Police Officer Eligibility List dated November 17, 2014. **MOTION** passed unanimously.

Amendment of Rule 8.02 Examination Announcement

Chief Examiner Edin is recommending the following changes to this section:

1. Changing “shall” to “may” when referencing public notices of examinations in the first sentence.
2. Changing all references of “Commissioner’s office” to “Chief Examiner’s office” in the remainder of the Rule.

Chief Examiner Edin explained that advertising doesn’t necessarily take place in the official newspaper every time there is a testing. Advertising may be done in magazines such as Police One or other on-line media sources. Chief Examiner Edin also explained there is no Commissioner’s office. All Civil Service Commission business is conducted in the Chief Examiner’s office, which is also the Human Resources Department.

Commissioner Hupp suggested revising this section to include language addressing other advertising opportunities that may be utilized besides the official newspaper. Changing the word “shall” to “may” when referencing public notice media doesn’t necessarily address what advertising can be utilized, or what authority the Chief Examiner has when utilizing media sources.

The changing of media sources when referencing public notices of examinations will be tabled. Chief Examiner Edin will draft some language for advertising media for the Commissioner’s review and approval at a future meeting.

MOTION by Commissioner Pitocco, seconded by Commissioner Palmer to approve the amendment of Rule 8.02 Examination Announcement changing all references of “Commission’s Office to “Chief Examiner’s Office.” **MOTION** passed unanimously.

Amendment of Rule 8.10.1 Sergeant Promotional Examination

Chief Examiner Edin reported that there has been some confusion of when promotional examinations will be conducted. Past practice has been for the City to conduct promotional testing only when vacancies occurs. This has been due to the cost to conduct assessment centers. Chief Examiner Edin is recommending the following change to Rule 8.10.1:

1. Promotional examinations “may” be announced and applications accepted when vacancies occur, instead of promotional examinations “will” be announced.
2. Assessment exercises “may” be administered and scored in accordance with this chapter, instead of assessment exercises “will” be administered and scored in accordance with this chapter.

MOTION by Commissioner Pitocco, seconded by Commissioner Palmer to approve the amendment of Rule 8.10.1 Sergeant Promotional Examination changing “will” to “may” in the last two sentences. **MOTION** passed unanimously.

Amendment of Rule 8.10.2 Lieutenant Promotional Examination

Again, Chief Chief Examiner Edin reported that there has been some confusion of when promotional examinations will be conducted. Past practice has been for the City to conduct promotional testing only when vacancies occurs. This has been due to the cost to conduct assessment centers. Chief Examiner Edin is recommending the following change to Rule 8.10.2:

3. Promotional examinations “may” be announced and applications accepted when vacancies occur, instead of promotional examinations “will” be announced.
4. Assessment exercises “may” be administered and scored in accordance with this chapter, instead of assessment exercises “will” be administered and scored in accordance with this chapter.

MOTION by Commissioner Pitocco, seconded by Commissioner Palmer to approve the amendment of Rule 8.10.2 Lieutenant Promotional Examination changing “will” to “may” in the last two sentences. **MOTION** passed unanimously.

Amendment of Rule 2.01 Commission – Meetings – Quorums

Chief Examiner Edin requested direction from the Commission regarding meeting times and dates. Currently, the Commission is meeting, as needed, not the fourth Monday of every month. The Commission agreed that the Rule should reflect current practice.

Chief Examiner Edin was directed to draft some language for approval at the next meeting. Commissioner Hupp suggested including language that addresses proper notification of the meetings.

Amendment of Rule 2.02 Chair – Vice Chair

Chief Examiner Edin recommended amending this section to reflect current practice. The Commission typically elects its Chair and Vice Chair at the first meeting of the year.

MOTION by Commissioner Pitocco, seconded by Commissioner Palmer to approve the amendment of Rule 2.02 Chair – Vice Chair to reflect electing a Chair and Vice-Chair the first meeting of the year. **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 on January 9, 2015. Therefore, expect another Civil Service Commission meeting soon after.

MOTION by Commissioner Palmer, seconded by Commissioner Pitocco to adjourn the meeting. **MOTION** passed unanimously.

MEETING ADJOURNED at 6:19 p.m.

Respectfully Submitted:

Steven R. Edin
Civil Service Secretary/Chief Examiner

Approved By:

Halley Hupp
Chairperson

2. ADMINISTRATION AND OPERATIONS

2.01 Commission—Meetings—Quorum.

In the necessary conduct of its work, regular meetings of the Commission shall be held as needed in the Lake Stevens Permit Center Conference Room (unless otherwise posted). Notice of a regular meeting shall be given to each Commissioner and to the local new media at least 48 hours before the time of the meeting. The Commission may adjourn any regular meeting for the purpose of continuing it at another specifically designated time or place. 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). Special meetings of the Commission may be held at such times and places as may be determined from time to time by the Chief Examiner; provided that notice of a special meeting and the subject matter to be considered at that same meeting shall be given to each Commissioner and to the local news media at least 24 hours before the time of the meeting. 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 29, 2015; January 14, 2009)

2.02 Chair--Vice Chair.

At the first meeting 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. (Commission revised on November 17, 2014)

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.

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 be placed by the Chief Examiner in the official newspaper and in any other publications at least fifteen (15) days preceding such examination. The Subscription Testing Service as part of their agreement with the City may also post notices. 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 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 office and in department offices not less than fifteen (15) days preceding the examination. (Commission revised on [January 29, 2015](#); 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