

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

Monday, June 15, 2015

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

CALL TO ORDER: 6:47 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 January 29, 2015

MOTION by Commissioner Palmer, seconded by Commissioner Pitocco to approve the Civil Service Commission meeting minutes dated January 29, 2015. **MOTION** passed unanimously.

Approval of the Police Records Clerk Eligibility List Dated June 15, 2015

Chief Examiner Edin reported that 95 candidates applied for the open Records Clerk position. Of the 95 candidates 20 were invited to take a computerized computer skills test. Of the 20 candidates 16 tested, one failed to show and 4 failed the test. Of the 11 candidates who passed the computerized test, 9 attended the oral boards with 4 passing the oral boards.

MOTION by Commissioner Palmer, seconded by Commissioner Pitocco to approve the Police Records Clerk Eligibility List dated June 15, 2015. **MOTION** passed unanimously.

Discussion Items

None

Future Civil Service Commission Meeting Dates

None.

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

MEETING ADJOURNED at 6:54 p.m.

Respectfully Submitted:



Steven R. Edin
Civil Service Secretary/Chief Examiner

Approved By:



Halley Hupp
Chairperson