

CITY OF LAKE STEVENS SPECIAL CIVIL SERVICE MEETING AGENDA

City Hall Annex
1812 Main Street, Lake Stevens
Wednesday, September 29, 2010

CALL TO ORDER: 6:00 P.M.

ACTION ITEMS:

- A. Approve minutes of March 24, 2010 meeting.
- B. Approve minutes of August 18, 2010 meeting.
- C. Approve Police Records Clerk Eligibility List Dated September 29, 2010.

DISCUSSION ITEMS:

- A. Update on revised City hiring plan for 2010.

INFORMATION ITEMS:

- A. Special meeting notice

ADJOURNMENT:

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

Wednesday, March 24, 2010

City Hall Annex Conference Room, 1812 Main Street, Lake Stevens, WA

CALL TO ORDER: 5:59 p.m. by Hal Hupp, Vice-Chairman

COMMISSIONERS PRESENT: Hal Hupp
Cheryl Plumb

COMMISSIONERS ABSENT: Tom Adams

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

OTHERS: Council Member Neal Dooley

Approval of Civil Service Commission Meeting Minutes Dated January 6, 2010

Approval of the Civil Service Commission Meeting minutes dated January 6, 2010 was **TABLED**. It was decided by the Commission that Chairman Adams should be present to approve the minutes.

Approval of Civil Service Commission Meeting Minutes Dated February 3, 2010

MOTION by Commissioner Plumb, seconded by Commissioner Hupp to approve the Civil Service Commission meeting minutes dated February 3, 2010. **MOTION** passed unanimously.

Approval of Lateral (Experienced) Police Officer Eligibility List Dated March 24, 2010

Chief Examiner Edin reported that the Police Department conducted an oral board for Lateral (Experienced) Police Officer on March 17, 2010. Eight candidates were invited to this board. Of the eight candidates, two requested to wait for the next board due to a military service commitment. Chief Examiner Edin said that he approved the holding over of the two candidates per the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Of the remaining six candidates, three cancelled, leaving three candidates to attend the oral board. Chief Examiner Edin went on to report that two of the three candidates passed the oral board.

MOTION by Commissioner Plumb, seconded by Commissioner Hupp to approve the Lateral (Experienced) Police Officer's Eligibility List dated March 24, 2010. **MOTION** passed unanimously.

Future Civil Service Commission Meeting Dates

None are scheduled at this time.

MOTION by Commissioner Plumb, seconded by Commissioner Hupp to adjourn the March 24, 2010 Lake Stevens Civil Service Commission meeting at 6:03 p.m. **MOTION** passed unanimously.

Respectfully Submitted:

Steven R. Edin
Civil Service Secretary/Chief Examiner

Approved By:

Halley Hupp
Vice-Chairperson

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

Wednesday, August 18, 2010

City Hall Annex Conference Room, 1812 Main Street, Lake Stevens, WA

CALL TO ORDER: 6:05 p.m. by Tom Adams, Chairman

COMMISSIONERS PRESENT: Tom Adams
Cheryl Plumb

COMMISSIONERS ABSENT: Hal Hupp

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

OTHERS: Council Member Neal Dooley

Approval of Civil Service Commission Meeting Minutes Dated January 6, 2010

MOTION by Commissioner Plumb, seconded by Commissioner Adams to approve the Civil Service Commission meeting minutes dated January 6, 2010. **MOTION** passed unanimously.

Approval of Civil Service Commission Meeting Minutes Dated March 24, 2010

Approval of the Civil Service Commission Meeting minutes dated March 24, 2010 was **TABLED**. It was decided by the Commission that Vice-Chair Hupp should be present to approve the minutes.

Approve update to Section 8.07 of the Rules and Regulations of the Lake Stevens Civil Service Commission

Chief Examiner Edin reported that our current Civil Service Rules only address testing protocols through the classification of Police Sergeant. The classification of Police Lieutenant is not addressed. Police Lieutenant is a brand new classification for the City of Lake Stevens. This is the first year the City will be recruiting for such a position. Mr. Edin reported that testing will be done with an assessment center, similar to the Police Sergeant testing process. There is one position open this year. Mr. Edin reported that the new language in front of the Commission pretty much mirrors the Police Sergeant's testing protocols.

The proposed language is as follows:

Competitive Examinations – Lieutenant Promotional Examinations

For the position of Lieutenant, the Secretary may design a competitive examination process to evaluate the applicant's knowledge, skills and abilities. The competitive examination may

include an assessment center process, or written examination. The secretary may limit the number of applicants participating in this exercise to a minimum of 10. A minimum score of 70% is necessary to pass this exercise.

Commissioner Plumb wanted to verify if the Police Lieutenant process would be an internal recruitment process. Commander Lorentzen verified that it will an internal recruitment process.

MOTION by Commissioner Plumb, seconded by Commissioner Adams to approve the new updates to Section 8.07 of the Rules and Regulations of the Lake Stevens Civil Service Commission. **MOTION** passed unanimously.

Approve update to Section 8.08 of the Rules and Regulations of the Lake Stevens Civil Service Commission

The proposed language is as follows:

8.08 Parts and Weights

d. A rank order list shall be the final result of a competitive examination process as defined in section b above.

MOTION by Commissioner Plumb, seconded by Commissioner Adams to approve new updates to Section 8.08 of the Rules and Regulations of the Lake Stevens Civil Service Commission. **MOTION** passed unanimously.

Approve new Section 8.10.2 of the Rules and Regulations of the Lake Stevens Civil Service Commission

Chief Examiner Edin noted one additional change in red to the proposed new language to Section 8.10.2:

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 must 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 will be announced and applicants accepted when vacancies occur or the certified eligibility list has expired or has been exhausted. The competitive examination will be administered and scored in accordance with the chapter and the eligibility list certified by the commission at a regular meeting.

MOTION by Commissioner Plumb, seconded by Commissioner Adams to approve new language for Section 8.10.2 of the Rules and Regulations of the Lake Stevens Civil Service Commission. **MOTION** passed unanimously.

Update on Revised City Hiring Plan for 2010

Chief Examiner Edin briefly updated the Commissioners on the City's 2010 hiring plan for new officers. Mr. Edin reported that the City has 13 new officers in the 2010 budget, of which, 8 have been hired so far. Mr. Edin reported that the City is not certain when the remaining 5 positions will be filled. Mr. Edin went on to report that the next Civil Service Commission meeting will more than likely be called to approve a new Lieutenant and Sergeant's eligibility lists. Chief Examiner Edin also reported that JMF & Associates (Mike Feldhausen) has been hired to assist the City with the Lieutenant and Sergeant's assessment centers. Mr. Edin also mentioned that the City still has two active eligibility lists for back filling open Police Officer positions.

Future Civil Service Commission Meeting Dates

None are scheduled at this time.

MOTION by Commissioner Plumb, seconded by Commissioner Adams to adjourn the August 18, 2010 Lake Stevens Civil Service Commission meeting at 6:15 p.m. **MOTION** passed unanimously.

Respectfully Submitted:

Steven R. Edin
Civil Service Secretary/Chief Examiner

Approved By:

Thomas Adams
Chairperson