

CITY OF LAKE STEVENS SPECIAL CIVIL SERVICE MEETING AGENDA

**City Hall Annex
1812 Main Street, Lake Stevens
Wednesday, August 18, 2010**

CALL TO ORDER: 6:00 P.M.

ACTION ITEMS:

- A. Approve minutes of January 6, 2010 meeting.
- B. Approve minutes of March 24, 2010 meeting.
- C. Approve update to Section 8.07 of the Rules and Regulations of the Lake Stevens Civil Service Commission to accommodate the new classification of Police Lieutenant.
- D. Approve update to Section 8.08 of the Rules and Regulations of the Lake Stevens Civil Service Commission to accommodate the new classification of Police Lieutenant.
- E. Approve new Section 8.10.2 of the Rules and Regulations of the Lake Stevens Civil Service Commission to accommodate testing criteria for the new classification of Police Lieutenant.

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, January 6, 2010

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

CALL TO ORDER: 6:04 p.m. by Tom Adams, Chairman

COMMISSIONERS PRESENT: Tom Adams
Hal Hupp
Cheryl Plumb

COMMISSIONERS ABSENT: None

STAFF MEMBERS PRESENT: Chief Examiner, Steven Edin
Police Chief, Randy Celori

OTHERS: Council Member Neal Dooley

Approval of Civil Service Commission Meeting Minutes dated October 21, 2009

MOTION by Commissioner Hupp, seconded by Commissioner Plumb to approve the Civil Service Commission meeting minutes dated October 21, 2009. **MOTION** passed unanimously.

Election of Civil Service Chairperson for 2010

Commissioner Hupp nominated Commissioner Plumb to serve as Lake Stevens Civil Service Commission Chairperson. Commissioner Plumb declined the nomination. Commissioner Hupp nominated Tom Adams to serve another year as Lake Stevens Civil Service Commission Chairperson.

MOTION by Commissioner Hupp, seconded by Commissioner Plumb to appoint Commissioner Adams as the 2010 Chair of the Lake Stevens Civil Service Commission. **MOTION** passed unanimously.

Chairman Adams continued the meeting.

Election of Civil Service Vice-Chairperson for 2010

Commissioner Plumb nominated Commissioner Hupp to serve another as Lake Stevens Civil Service Commission Vice-Chairperson.

MOTION by Commissioner Plumb, seconded by Chairman Adams to appoint Commissioner Hupp as the 2010 Vice-Chair of the Lake Stevens Civil Service Commission. **MOTION** passed unanimously.

Approval of Lateral (Experienced) Police Officer Eligibility List Dated January 6, 2010

Chief Examiner Edin reported that the Police Department conducted another Lateral (Experienced) Police Officer Oral Board on December 16, 2010. Eight candidates were invited to attend with seven showing up. Six of the seven candidates passing with a minimum score of 70%.

MOTION by Commissioner Plumb, seconded by Commissioner Hupp to approve the Lateral (Experienced) Police Officer's Eligibility List dated January 6, 2010. **MOTION** passed unanimously.

Approval of Police Support Eligibility List Dated January 6, 2010

Approval of the Police Support Officer Eligibility List dated January 6, 2010 was dropped from the agenda. Oral boards for this position have been rescheduled for January 29, 2010.

Future Civil Service Commission Meeting Dates

Chief Examiner Edin requested that we conduct another Civil Service Commission meeting on Wednesday, February 3, 2010 to approve a new Police Support Officer Eligibility list, and a new Entry-level Police Officer Eligibility list. Chief Celori requested an additional Civil Service Commission meeting on Wednesday, March 17, 2010 to approve a new Lateral (Experienced) Police Officer Eligibility list.

Review of Rule-19 "Hearings" of the Rules and Regulations of the Lake Stevens Civil Service Commission

Chief Examiner Edin reported that per the request of the Commissioners, a copy of Rule-19, "Hearings" has been sent to the City Attorney's office for review. Mr. Edin went on to report that the City Attorney reviewed RCW 41.12.090, regarding civil service appeals, and materials on the MRSC website, including civil service rules from numerous other cities and made the following comments and recommendations:

- "Rule-19 is well written and contains all of the necessary provisions for the proper conduct of civil service appeals." Rule-19 is very similar to all other cities' rules regarding civil service appeals that were reviewed and is nearly identical to several of the other cities' rules.
- Section 19.07 heading should be changed to "Appeals-Withdrawal, Modification, or Compromise" instead of "Appeals-Authority of Department."
- Under Section 19.13, the word "closed" should be inserted between the words "during" and "deliberation" in the fourth line of that section.

MOTION by Commissioner Hupp, seconded by Commissioner Plumb to approve the amendments to Rule-19 "Hearings" of the Rules and Regulations of the Lake Stevens Civil Service Commission per the City Attorney's recommendations. **MOTION** passed unanimously.

Update on Police Department Hiring Process

Chief Celori and Chief Examiner Edin gave the Commission a brief update on the Police Department's hiring process. There are ten Police Officer positions left to fill.

MOTION by Commissioner Hupp, seconded by Commissioner Plumb to adjourn the January 6, 2010 Lake Stevens Civil Service Commission meeting at 6:24 P.M. **MOTION** passed unanimously.

Respectfully Submitted:

Steven R. Edin
Civil Service Secretary/Chief Examiner

Approved By:

Thomas D. Adams
Chairperson

**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

8.07 Content of Examinations

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. (Commission added August 18, 2010)

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. (Commission added August 18, 2010)

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. (Commission added August 18, 2010)