

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

Thursday, April 21, 2016

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

CALL TO ORDER: 6:04 p.m. by Jim Palmer, Chairperson

COMMISSIONERS PRESENT: Jim Palmer, Chairperson
Danny Pitocco

COMMISSIONERS ABSENT: Hal Hupp

STAFF MEMBERS PRESENT: Chief Examiner, Steven Edin
Interim Police Chief, Ralph Krusey

OTHERS: None

Approval of Civil Service Commission Meeting Minutes Dated February 4, 2016

MOTION by Commissioner Pitocco, seconded by Commissioner Palmer to approve the Civil Service Commission meeting minutes dated February 4, 2016. **MOTION** passed unanimously.

Approval of the Lateral (Experienced) Police Officer Eligibility List Dated April 21, 2016

Chief Examiner Edin reported that the City conducted a Lateral (Experienced) Police Officer oral board on April 8, 2016. Two (2) Lateral candidates were invited. Both candidates attended. Both candidates passed the oral board. One candidate is from the City of Olympia Police Department. The other candidate is from the King County Sheriff's Office. Chief Examiner Edin noted that the two candidates were added to the existing list with six (6) other candidates from previous oral boards.

MOTION by Commissioner Pitocco, seconded by Commissioner Palmer to approve the Lateral (Experienced) Police Officer Eligibility List dated April 21, 2016. **MOTION** passed unanimously.

Approval of the Police Records Clerk Eligibility List Dated April 21, 2016

Chief Examiner Edin reported that the City conducted a Police Records Clerk oral board on April 14 and April 15, 2016. The City received over 80 applicants for one open position. Twenty-five (25) candidates were invited to a Computer examination April 2, 2016. Twenty-two (22) attended the exam. Seventeen (17) passed the exam and were invited to the oral boards. Sixteen (16) candidates attended the oral boards. All sixteen (16) passed.

MOTION by Commissioner Pitocco, seconded by Commissioner Palmer to approve the Police Records Clerk Eligibility List dated April 21, 2016. **MOTION** passed unanimously.

Revision of Rule 8.13 Reserve Officer Credit of the City of Lake Stevens Civil Service Rules

Interim Chief Krusey requested to have Rule 8.13 expanded to include credit for previous Custody Officer experience. The Chief explained that there is a potential to tap into another pool of excellent candidates. The Civil Service Commission agreed. Chief Examiner Edin will bring some proposed language to the next meeting.

Employee Change in Status

Chief Examiner Edin reported that Lieutenant Jeff Lambier requested to return to the position of Police Officer in the Patrol Division. Mr. Edin explained that per Rule 13.05, Reduction, an employee under Civil Service can request to return to a lower Civil Service classification if they are qualified. This change only requires the approval of the Chief Examiner, City Administrator and Chief of Police. Mr. Edin went on to report that because the City currently has two open positions, Lieutenant Lambier's request was approved to be effective May 1, 2016. Interim Chief Krusey mentioned that another Lieutenant's Assessment Center will be planned for the future and that the City's current Sergeants will be rotating to work temporarily as the acting Lieutenant.

Sergeants Assessment Center

Interim Chief Krusey reported that the City will be conducting another Sergeant's Assessment Center May 24 and May 25, 2016. The Police Department already has 3 candidates interested in testing.

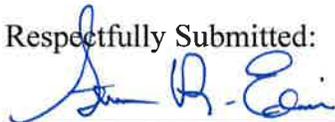
Future Civil Service Commission Meeting Dates

Chief Examiner Edin noted that another Civil Service meeting will need to take place in May to approve the new Sergeant's Eligibility list.

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

MEETING ADJOURNED at 6:17 p.m.

Respectfully Submitted:



Steven R. Edin
Civil Service Secretary/Chief Examiner

Approved By:

X _____
Jim Palmer
Chairperson