

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

Thursday, May 30, 2013

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

CALL TO ORDER: 6:24 p.m. by Tom Adams, Chairperson

COMMISSIONERS PRESENT: Tom Adams, Chairperson
Hal Hupp

COMMISSIONERS ABSENT: Jim Palmer

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

OTHERS: None

Election of Civil Service Commission Chairperson for 2013

Commissioner Adams opened the floor for nominations for Civil Service Commission Chairperson for 2013. Commissioner Adams nominated Commissioner Hupp as Commission Chairperson for 2013.

MOTION by Commissioner Adams, seconded by Commissioner Hupp to approve Commissioner Hupp as the Commission Chairperson for 2013. **MOTION** passed unanimously.

Election of Civil Service Commission Vice-Chairperson for 2013

Commissioner Adams opened the floor for nominations for Civil Service Commission Vice-Chairperson for 2013. Chairman Hupp nominated Commissioner Palmer as Commission Vice-Chairperson for 2013.

MOTION by Commissioner Adams, seconded by Commissioner Hupp to approve Commissioner Palmer as the Commission Vice-Chair for 2013. **MOTION** passed unanimously.

Approval of Civil Service Commission Meeting Minutes Dated October 25, 2012

MOTION by Commissioner Hupp, seconded by Commissioner Adams to approve the Civil Service Commission meeting minutes dated October 25, 2012. **MOTION** passed unanimously.

Approval of the Police Records Clerk Eligibility List Dated May 30, 2013

Chief Examiner Edin reported that the City received 105 applications for the Police Records Clerk position. Of the 105 applications, 20 candidates were invited to participate in an internet based computerized exam. The exam tested knowledge of Microsoft Word and Excel as well as the ability to adapt to a desktop computer. Of the 20 candidates who took the computer exam, 11

passed and were invited to an Oral Board interview, which was conducted yesterday. Of the 11 candidates 7 passed the Oral Board interview.

MOTION by Commissioner Hupp, seconded by Commissioner Adams to approve the Police Records Clerk Eligibility List dated May 30, 2013. **MOTION** passed unanimously.

Proposed Change of Rule 9.05 Duration of Candidate Registers

Chief Examiner Edin proposed changes to Rule 9.05 of the Civil Service Rules to allow the City to continually add names to an active eligibility list. Currently, the Rules dictate that an active eligibility list terminates when a new round of testing is conducted. Commissioner Hupp suggested adding language that addresses when the agency begins using a new test for any classifications. Chief Examiner Edin requested that this change be tabled to look into adding language to address Commissioner Hupp's proposal.

Commissioner Adams **TABLED** the matter for consideration at a future meeting.

Future Civil Service Commission Meeting Dates

No future meetings are planned at this time.

This evening was Commissioner Adams' last meeting as a Civil Service Commission as his term expires on July 1, 2013. Before adjourning the meeting, Commissioner Hupp and staff thanked Commissioner Adams for his 20+ years of service on the Lake Stevens Civil Service Commission.

MEETING ADJOURNED by Commissioner Adams at 6:35 p.m.

Respectfully Submitted:



Steven R. Edin
Civil Service Secretary/Chief Examiner

Approved By:



Halley Hupp
Chairperson