

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

Wednesday, March 1, 2017

City Hall Front Office, 1812 Main Street, Lake Stevens, WA

CALL TO ORDER: 6:01 p.m. by Jim Palmer, Chairperson

COMMISSIONERS PRESENT: Hal Hupp
Ray Mitchell
Jim Palmer

COMMISSIONERS ABSENT: None

STAFF MEMBERS PRESENT: Chief Examiner, Steven Edin
Police Chief, John Dyer

OTHERS: None

Welcome New Commissioner Ray Mitchell

The Lake Stevens Civil Service Commission welcomed Mr. Ray Mitchell to replace Commissioner Danny Pitocco.

Election of Civil Service Commission Chairperson for 2017 per Rule 2.02

MOTION by Commissioner Hupp, seconded by Commissioner Mitchell to approve Commissioner Hupp as the Commission Chairperson for 2017. **MOTION** passed unanimously.

Election of Civil Service Commission Vice-Chairperson for 2017 per Rule 2.02

MOTION by Commissioner Hupp, seconded by Commissioner Palmer to approve Commissioner Mitchell as the Commission Vice-Chair for 2017. **MOTION** passed unanimously.

Approval of Civil Service Commission Meeting Minutes Dated November 16, 2016

MOTION by Commissioner Hupp to approve the Civil Service Commission meeting minutes dated November 16, 2016. **MOTION** passed unanimously (Note: Commissioners Palmer and Mitchell were not present at the meeting).

Approval of the Police Records Supervisor Eligibility List Dated March 1, 2017

Chief Examiner Edin reported that the Police Records Supervisor position is a new position created in the 2017 Budget. This position reports to the current Police Records Manager. An office manager skills test was conducted on the top ten (10) candidates with all ten (10) passing. An Oral Board was conducted on February 23, 2017. All ten (10) candidates were invited to the oral board, nine (9) responded. Of the ten (10), one (1) candidate did not show, four (4) passed and four (4) failed.

MOTION by Commissioner Palmer, seconded by Commissioner Mitchell to approve the Police Records Supervisor Eligibility List dated March 1, 2017. **MOTION** passed unanimously.

Approval of the Lateral (Experienced) Police Officer Eligibility List Dated March 1, 2017

Chief Examiner Edin reported that the City conducted another testing process for Lateral (Experienced) Police Officer. The standard essay question exam was used as the written portion of the process. The essay exam is graded by both Chief Dyer and Chief Examiner Edin to come up with a combined score. The Oral Board was conducted on February 27, 2017. Four (4) candidates were invited, three (3) responded and went through the process. All three (3) candidates passed and have been integrated into the existing list.

MOTION by Commissioner Palmer, seconded by Commissioner Mitchell to approve the Lateral (Experienced) Police Officer Eligibility List dated March 1, 2017. **MOTION** passed unanimously.

Request to withdraw changes to 4.08 Candidate and Rule 8.13 Reserve Officer Credit of the City of Lake Stevens Civil Service Rules

The Civil Service Secretary has requested to withdraw his request to amend Rule 4.08 and Rule 8.13. The Commission concurred.

Revisions to Rule 8.07 Competitive Examinations, Rule 8.10.1 Sergeant Promotional Examinations and Rule 8.10.2 Lieutenant Promotional Process

Chief Examiner Edin is requesting changes to these rules to consolidate the promotional exam process for positions covered under Civil Service.

Under Rule 8.07 Competitive Examinations: The Chief Examiner is proposing removing the title, “Lieutenant” and adding “all promotional examinations within the department” in the first sentence.

Under Rule 8.10.01 Sergeant Promotional Examinations: The Chief Examiner is proposing the removal of the title “Sergeant” and adding the word “Process” in the title of the Rule. It is also proposed to add “all Civil Service covered positions” and the removal of “the rank of Sergeant” in the first sentence. The addition of “examination” and “maybe” instead of “is” in the second sentence. The sentence, “The announcement shall contain a description of the exam process” in the last part of the Rule.

Under Rule 8.10.02 Lieutenant Promotional Examinations: The Chief Examiner is proposing that this Rule be deleted.

Note: There is also a spelling correction under Rule 8.13 Reserve Officer Credit.

MOTION by Commissioner Palmer, seconded by Commissioner Mitchell to approve the revisions to Rule 8.07 Competitive Examinations, Rule 8.10.1 Sergeant Promotional Examinations and Rule 8.10.2 Lieutenant Promotional Process as presented by Chief Examiner Edin. **MOTION** passed unanimously.

Future Civil Service Commission Meeting Dates

None scheduled now.

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

MEETING ADJOURNED at 6:22 p.m.

Respectfully Submitted:

Steven R. Edin Gene Brazel, Acting
Civil Service Secretary/Chief Examiner

Approved By:

Halley Hupp
Chairperson