

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

June 9, 2022

Hybrid meeting via Zoom and in-person at City Hall

Call to Order:

The meeting was called to order at 3:30 p.m.

Roll Call:

Commission members Ray Mitchell, Brian McManus and Joshua Wilson; Deputy Police Chief Young, Senior Human Resources Specialist and Civil Service Chief Examiner/Secretary Good, and City Clerk Chelin.

New Business:

City Clerk Chelin administered the Civil Service Commission oath of office to Joshua Wilson.

Chief Examiner/Secretary Good advised the Commission to save the date for the upcoming 41st Annual Civil Service (virtual) Conference, Sept. 20-22.

Action Items:

MOTION by Ray Mitchell to accept the Minutes of the April 28, 2022 Civil Service Commission Special Meeting. Motion seconded by Joshua Wilson. Motion passed unanimously.

MOTION by Ray Mitchell to certify the Community Service Officer Eligibility List. Motion seconded by Brian McManus. Motion passed unanimously.

Recruiting and Staffing Update:

Deputy Police Chief Young provided an overview of staffing and recruiting:

- Community Service Officer vacancy will be filled from the Eligibility List
- Police Records Specialist vacancy created by promotion will be filled by an Eligibility List
- Police Officer-Lateral oral boards are being held next week, which will update the Eligibility List to fill three vacancies
- A Police Officer-Entry Level candidate is in the background process
- A Police Officer-Entry Level has been hired and will begin employment June 16th
- A Police Records Specialist vacant position was filled on June 7th

Advertising has been extended to LinkedIn, giveaways with QR code to application. Brief discussion regarding background check process, sharing advertisements on social media and increased hiring incentive of bonus and moving expenses.

Next Meeting:

Discussion regarding the need to meet next week to certify Lateral Police Officer Continuous Testing Eligibility list. Meeting to be scheduled for June 14 at 3:30 p.m.

Adjourn:

MOTION by Ray Mitchell to adjourn the meeting. Motion seconded by Joshua Wilson. Motion passed unanimously. The meeting was adjourned at 3:59 p.m.

Respectfully Submitted:

A handwritten signature in blue ink, reading "Julie Good", written over a horizontal line.

Julie Good

Civil Service Commission Chief Examiner/Secretary

Approved By:

A handwritten signature in blue ink, reading "Ray Mitchell", written over a horizontal line.

Ray Mitchell

Civil Service Commission Chairperson