

CITY OF LAKE STEVENS SPECIAL CIVIL SERVICE MEETING AGENDA

Permit Center Conference Room

1820 Main Street, Lake Stevens

Wednesday, May 25, 2016

CALL TO ORDER: 6:00 P.M.

ACTION ITEMS:

- A. Approve minutes of April 21, 2016 meeting;
- B. Approve Sergeant's Eligibility List Dated May 25, 2016.
- C. Revision to Rule 8.13 Reserve Officer Credit of the City of Lake Stevens Civil Service Rules.

DISCUSSION ITEMS:

None.

INFORMATION ITEMS:

- A. Special meeting notice

ADJOURNMENT:

**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:

Jim Palmer
Chairperson

The minimum qualifications for the rank of Sergeant are contained in the current job description. The promotional process is an assessment center exercise that evaluates the applicant's knowledge of law, department policy, and current professional practices; skills in oral communication and writing; judgment; and ability to apply supervisory practices to a variety of situations. The promotional examination may be announced and applications accepted when vacancies occur or the certified eligibility list has expired or has been exhausted. The assessment exercise may be administered and scored in accordance with this chapter and the eligibility list certified by the commission at a regular meeting. (Commission revised on November 17, 2014; March 27, 2006; January 25, 1999)

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 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 may be announced and applicants accepted when vacancies occur or the certified eligibility list has expired or has been exhausted. The competitive examination may be administered and scored in accordance with the chapter and the eligibility list certified by the commission at a regular meeting. (Commission added November 17, 2014; August 18, 2010)

8.11 Open Graded Examinations.

An examination may be advertised as open graded when, in the judgment of the Commission, it is in the best interests of the service.

8.12 Veteran's Credit.

Veterans, who have passed an examination, shall be entitled to credit pursuant to Chapter 41.04 RCW. (A copy of pertinent provisions of Washington State law relating to veteran's preference in employment is attached as Appendix B to these rules.) (Veteran's otherwise qualified shall be entitled to a credit equal to 10% of the points earned on the examination.) (Commission revised on April 16, 1992)

8.13 Law Enforcement Experience Reserve Officer Credit.

~~Lake Stevens~~ Reserve Police Officers~~s~~ who meet the minimum qualifications for an entry-level position and have graduated from the Reserve Police Officer Academy, will be entitled to a credit equal to 4% of the points earned on the examination for each year of service as a Reserve Officer up to a maximum of 12%. Custody Officers who meet the minimum qualifications for an entry-level position and have graduated from the Corrections Officer Academy, will be entitled to a credit equal to 4% of the points earned on the examination for each year of service as a Custody Officer up to a maximum of 12%. Credit provided herein shall not be combined with or added to any other credit provided for under these Civil Service Rules. (Commission revised on May ??, 2016; May 7, 2008; October 29, 2001; January 25, 1999)

8.14 Keyed Copy Inspection and Examination Protest.



NOTICE OF SPECIAL MEETING

Notice is hereby given that the Lake Stevens Civil Service Commission will conduct a special meeting in accordance with RCW 42.30.080.

Purpose of Meeting:

Action Items:

1. Approve minutes of April 21, 2016;
2. Approve Sergeant's Eligibility List Dated May 25, 2016;
3. Revision to Rule 8.13 Reserve Officer Credit of the City of Lake Stevens Civil Service Rules.

Meeting Place:

Lake Stevens Permit Center Conference Room
1820 Main Street
Lake Stevens, WA 98258

Meeting Date/Time:

Wednesday, May 25, 2016 @ 6:00 p.m.

Notice Delivered/Mailed To:

Lake Stevens Civil Service Commission
The Herald

Posted:

Lake Stevens City Hall
Lake Stevens Permit Center