

CITY OF LAKE STEVENS SPECIAL CIVIL SERVICE MEETING AGENDA

Permit Center Conference Room
1820 Main Street, Lake Stevens
Thursday, August 22, 2013

CALL TO ORDER: 6:00 P.M.

ACTION ITEMS:

- A. Approve minutes of May 30, 2013 meeting.
- B. Approve Draft Changes to Rule-9, "Registers and Eligibility" per the Chief Examiner's recommendations.
- C. Approve Entry Level Police Officer Eligibility List Dated August 22, 2013.
- D. Approve Lateral (Experienced) Police Officer Eligibility List Dated August 22, 2013

DISCUSSION ITEMS:

INFORMATION ITEMS:

- A. Special meeting notice

ADJOURNMENT:

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

Thursday, May 30, 2013

City Hall Annex Conference Room, 1812 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

9. REGISTERS AND ELIGIBILITY

9.01 *Establishment of Candidate Registers.*

After each examination, a candidate register for the class shall be updated ~~prepared~~ on which the names of successful candidates shall be ranked as follows:

- a. On a promotional register: relative rank shall be determined by the examination rating or grade, plus any additional percentage allowed by law for veterans' preference.
- b. On an open graded register: relative rank shall be determined by the examination grade, plus percentage allowed by law for veterans' preference.
- c. Priority of time of examination shall not give any preference in rank on the register.
- d. The preference in rank of candidates having equal final general averages shall be determined as follows, in the order stated:
 - (1) The one who qualifies for veterans' preference in accordance with Washington State law. Candidates on a promotional register do not so qualify.
 - (2) When the examination is composed of two or more parts with separate grades, the one who has:
 - (a) The highest grade on the most heavily weighted part of the examination; if a tie still exists, then the highest grade on the next most heavily weighted part, and so on for as many parts as the examination contains.
 - (b) The highest grade on the written test if all parts are weighted equally.
 - (3) When the examination has only one part, or the candidates have the same standing under (1) and (2) above:
 - (a) As between examinees who are City of Lake Stevens employees, the one having the greater service duration with the City of Lake Stevens, regardless of class or department.
 - (b) If one is a City of Lake Stevens employee and the others are not, the City of Lake Stevens employee has preference.
 - (4) By lot.
- e. If an applicant is permitted to file for and take an examination for delayed eligibility and if such applicant is successful in the examination, eligibility shall be held in abeyance until the candidate meets the requirements for eligibility, which must be reported in writing. If otherwise eligible, the candidate's name shall be placed on the register in accordance with the final examination grade. Any such eligibility shall expire with that of other candidates from the same examination.

9.02 *Return to Candidate Register After Resignation or Retirement.*

- a. A former employee who resigned or retired may request return of his name to the proper open graded candidate register for the class. Such request must be made within one (1) year from the date of resignation or retirement; provided, the Secretary may extend the above time limitation for not to exceed an additional four years, upon satisfactory showing that such extension would be in the best interest of the City of Lake Stevens;
- b. Any request for return to the register following resignation or retirement, must be supported by written recommendation of the former employing department;
- c. A former employee whose eligibility is reinstated under this rule shall be certified according to Civil Service rules. However, the name of such a candidate need be

considered only by the department which recommends the return of the name to the register.

- d. The name of the former employee who resigned or retired may not be returned to a promotional register, unless recommended by the head of the former employing department and approved by the Civil Service Commission within one year from the date of resignation or retirement.

9.03 *Appointment without Examination.*

Except as provided in Rules 9.02 and 9.04, any return to the civil service shall be by examination only.

9.04 *Establishment of Reinstatement Registers.*

- a. The names of regular employees who have been laid off or, when requested in writing by the appointing authority, probationary employees who have been laid off, shall be placed upon a reinstatement register for the same class and for the department from which laid off, for a period of one year from the date of layoff;
- b. Upon the request of an appointing authority, the Secretary may approve the certification of anyone on such reinstatement register as eligible for appointment on an open competitive basis in the department requesting certification.
- c. Anyone on a reinstatement register who becomes a regular employee in another department shall lose reinstatement rights in the former department.
- d. Anyone accepting a permanent appointment in the class from which laid off and in a department other than that from which laid off is not to be certified to the former department unless eligibility for that department is restored.
- e. Refusal to accept permanent work from a reinstatement register shall terminate all rights granted under this Chapter; provided, no one shall lose reinstatement eligibility by refusing to accept appointment in a department other than the one from which laid off.

9.05 *Duration of Candidate Registers.*

- a. If an applicant is permitted a delayed administration of an examination, and is successful in such examination, that applicant's eligibility shall expire with that of other candidates from the same examination.
- b. In no event shall a ~~candidate's eligibility register~~ remain in force for longer than twenty-four (24) months. Each candidate's eligibility expiration date shall be listed on the register for the class.
- c. After each examination, the eligibility register for the class shall be updated to include the additional successful candidates in ranked order by exam score. No register shall remain in effect after promulgation of a register from a subsequent examination, except in the case of a candidate in the military service of the United States, in which case such candidate shall be entitled to extended eligibility equivalent to the period to which he was entitled at the time of entering the military service; provided written request for extended eligibility is filed with the Civil Service Department within ninety (90) days of termination of active military service. If any change is made in an examination program, a new eligibility list will be generated and any active eligibility list will expire.
- d. Eligibility upon return of a name to a candidate register following resignation shall be for two years from such return.
- e. An employee who accepts a position in another class in the same department, or accepts an appointment in another department, or is laid off, shall retain all earned eligibility for

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