

CITY OF LAKE STEVENS SPECIAL CIVIL SERVICE MEETING AGENDA

Permit Center Conference Room
1820 Main Street, Lake Stevens
Wednesday, November 20, 2013

CALL TO ORDER: 6:00 P.M.

ACTION ITEMS:

- A. Approve minutes of August 22, 2013 meeting.
- B. Approve Entry Level Police Officer Eligibility List Dated November 20, 2013.
- C. Approve Lateral (Experienced) Police Officer Eligibility List Dated November 20, 2013

DISCUSSION ITEMS:

INFORMATION ITEMS:

- A. Special meeting notice

ADJOURNMENT:

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

Thursday, August 22, 2013

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

CALL TO ORDER: 6:00 p.m. by Hal Hupp, Chairperson

COMMISSIONERS PRESENT: Hal Hupp, Chairperson
Jim Palmer

COMMISSIONERS ABSENT: None

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

OTHERS: Council Member Neal Dooley

Approval of Civil Service Commission Meeting Minutes Dated May 30, 2013

MOTION by Commissioner Palmer, seconded by Commissioner Hupp to approve the Civil Service Commission meeting minutes 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 confirmed with Chief Examiner Edin that language was added to address when the agency begins using a new test for any classifications. Chief Examiner Edin confirmed.

MOTION by Commissioner Palmer, seconded by Commissioner Hupp to approve the Chief Examiner's proposed changes to Rule 9.05 Duration of Candidate Registers. **MOTION** passed unanimously.

Chief Examiner Edin will provide updated copies of the Rules to the Commissioners once an approval sheet is signed by the Commission.

Approval of the Entry-level Police Officer's Eligibility List Dated August 22, 2013

Chief Examiner Edin reported that the City invited 20 candidates from the Public Safety Testing list to an Entry-level Police Officer Oral Board held on August 14, 2013. Of the 20 candidates, 6 participated in the process with all 6 passing the Oral Board interview. Chief Examiner Edin noted how these new candidates will be added to the previous list of candidates approved by the Commission back on May 30, 2013.

MOTION by Commissioner Palmer, seconded by Commissioner Hupp to approve the Entry-level Police Officer Eligibility List dated August 22, 2013. **MOTION** passed unanimously.

Approval of the Lateral (Experienced) Police Officer's Eligibility List Dated August 22, 2013

Chief Examiner Edin reported that the City continually accepts applications from Lateral (Experienced) Police Officer candidates. When the City has enough application, a Lateral oral board is conducted. The City invited 3 applicants to the oral board conducted on August 14, 2013. One candidate did not show up. The other two candidates passed the oral board.

MOTION by Commissioner Palmer, seconded by Commissioner Hupp to approve the Lateral (Experienced) Police Officer Eligibility List dated August 22, 2013. **MOTION** passed unanimously.

Recruitment of New Civil Commissioner to replace Commissioner Adams

Chief Examiner Edin reported that the City has received five applicants for the Civil Service Commission position vacated by Tom Adams back in July. One candidate did not meet the residency requirement to serve as a Civil Service Commissioner. Two candidates were Republicans which disqualifies them since the Lake Stevens Civil Service Commission already has two Republicans on the Commission. The final two candidates will be interviewed by the Mayor in September. The final candidate selected will be approved/affirmed by the City Council later that month.

Future Civil Service Commission Meeting Dates

No future meetings are planned at this time.

MEETING ADJOURNED by Commissioner Hupp at 6:09 p.m.

Respectfully Submitted:

Steven R. Edin
Civil Service Secretary/Chief Examiner

Approved By:

Halley Hupp
Chairperson