

# CIVIL SERVICE COMMISSION SPECIAL MEETING AGENDA



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## *City of Lake Stevens Vision Statement*

*By 2030, we are a sustainable community around the lake with a vibrant economy, unsurpassed infrastructure and exceptional quality of life.*

August 25, 2022 - 4:30 PM

Hybrid Meeting: In-person at City Hall or [Join Zoom Meeting](#)

1. **Call to Order**
2. **Roll Call**
3. **Action Items**
  - A. Approve Minutes of July 19, 2022 Civil Service Commission Special Meeting
  - B. Certify Entry Level Police Officer Continuous Testing Eligibility List
  - C. Certify Entry Level-Advanced Police Officer Continuous Testing Eligibility List
  - D. Certify Lateral Police Officer Continuous Testing Eligibility List
4. **Staffing and Recruiting Update**
  - A. Staffing Update
5. **New Business**
6. **Adjourn**
7. **Attachments**

### ***THE PUBLIC IS INVITED TO ATTEND***

***Special Needs:*** The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

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

July 19, 2022

Hybrid meeting via Zoom and  
in-person at Lake Stevens Police Department

**Call to Order:**

The meeting was called to order at 5:31 p.m.

**Roll Call:**

Commission members Ray Mitchell and Brian McManus; Deputy Police Chief Young; Senior Human Resources Specialist and Civil Service Chief Examiner/Secretary Good.

**Action Items:**

**MOTION** by Ray Mitchell to amend the agenda to remove item B, the Entry-Level Advanced Police Officer Continuous Testing Eligibility List. Motion seconded by Brian McManus. Motion passed unanimously.

**MOTION** by Ray Mitchell to accept Minutes of the June 14, 2022 Civil Service Commission Special Meeting. Motion seconded by Brian McManus. Motion passed unanimously.

**MOTION** by Ray Mitchell to certify the Lateral Police Officer Continuous Testing Eligibility List. Motion seconded by Brian McManus. Motion passed unanimously.

Julie advised the changes to the Eligibility List are the addition of a candidate from today's oral board into position three, and the removal of the candidate formerly in position three whose scores expired earlier this month. Deputy Chief Young advised one candidate is in background, one candidate is being vetted, and today's candidate will be scheduled for a Chief/Command interview.

**New Business:**

Discussion regarding whether a candidate can be hired prior to the completion of a background check.

**Staffing and Recruiting Update:**

Deputy Chief Young advised the promotional dog tags are ready, Julie attended the Farmer's Market to recruit for police officers, the police department is finalizing a recruitment video, and they're working on finalizing bumper stickers for the police vehicles.

**Next Meeting:**

Discussion regarding staffing spreadsheet for next meeting.

**Adjourn:**

**MOTION** by Ray Mitchell to adjourn the meeting. Motion seconded by Brian McManus. Motion passed unanimously. The meeting was adjourned at 5:45 p.m.

Respectfully Submitted:

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Julie Good  
Civil Service Commission Chief Examiner/Secretary

Approved By:

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Ray Mitchell  
Civil Service Commission Chairperson

DRAFT



**Entry Level Police Officer  
Continuous Testing Eligibility List**

The following names were certified by the Lake Stevens Civil Service Commission for the position of Entry Level Police Officer:

Rank	Applicant	Score	Date Certified	Date Eligibility Expires	Status
1	Andrew Vollan	76.94%	8/25/2022	8/24/2023	
2	Rhamu McCoy	75.28%	4/19/2022	4/18/2023	
3	James Yadon	73.06%	4/19/2022	4/18/2023	

Approved by: \_\_\_\_\_  
Ray Mitchell  
Civil Service Chairperson

Date: \_\_\_\_\_

Attested by: \_\_\_\_\_  
Julie Good  
Civil Service Chief Examiner/Secretary

Date: \_\_\_\_\_



**Entry Level-Advanced Police Officer  
Continuous Testing Eligibility List**

The following names were certified by the Lake Stevens Civil Service Commission for the position of Entry Level-Advanced Police Officer:

Rank	Applicant	Score	Date Certified	Date Eligibility Expires	Status
1	Robert Blaho	90.00%	4/28/2022	4/27/2023	
2	David Gerrard	79.72%	4/28/2022	4/27/2023	
3	Charlie Murphy	76.11%	8/25/2022	8/24/2023	

Approved by: \_\_\_\_\_  
Ray Mitchell  
Civil Service Chairperson

Date: \_\_\_\_\_

Attested by: \_\_\_\_\_  
Julie Good  
Civil Service Chief Examiner/Secretary

Date: \_\_\_\_\_



**Lateral Police Officer Continuous Testing Eligibility List**

The following names were certified by the Lake Stevens Civil Service Commission for the position of Lateral Police Officer:

Rank	Applicant	Score	Date Certified	Date Eligibility Expires	Status
1	Jesse Picard	84.72%	6/14/2022	6/13/2023	
2	Joshua Tannen	84.03%	6/14/2022	6/13/2023	Background check in progress
3	Robert Kendrick	77.78%	7/19/2022	7/18/2023	
4	Evander Garcia	77.00%	8/25/2022	8/24/2023	

Approved by: \_\_\_\_\_  
Ray Mitchell  
Civil Service Chairperson

Date: \_\_\_\_\_

Attested by: \_\_\_\_\_  
Julie Good  
Civil Service Chief Examiner/Secretary

Date: \_\_\_\_\_

As of: Aug. 24, 2022

Position	Authorized Positions	Vacant Positions	Eligibility List Candidates	Candidates in Process	Candidate Status
<b>Police Officer:</b>		8			
<b>Entry Level</b>			2	1	Background check in progress
<b>Entry-Advanced Level</b>			2	0	Chief's interviews conducted
<b>Lateral</b>			3	1	Background check in progress
<b>Community Service Officer</b>		0	0	N/A	
<b>Police Records Supervisor</b>		0	2	N/A	
<b>Police Records Specialist</b>		0	3	N/A	

**Hiring Process:**

1. Oral Board
2. Chief's Interview
3. Civil Service Certification
4. Ride-alongs
5. Polygraph\*
6. Background check
7. Conditional job offer\*
8. Psychological exam\*
9. Physical exam\*
10. Offer of employment

\*Police officers only