

# 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.*

November 3, 2022 - 3:30 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 September 1, 2022 Civil Service Commission Special Meeting
  - B. Certify Lateral Police Officer Continuous Testing Eligibility List
4. **Staffing and Recruiting Update**
  - A. Staffing and Recruiting Update
5. **New Business**
6. **Adjourn**

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

*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**

September 1, 2022

Hybrid meeting via Zoom and in-person at City Hall

**Call to Order:**

The meeting was called to order at 4:27 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.

**Action Items:**

**MOTION** by Joshua Wilson to approve Minutes of the August 25, 2022 Civil Service Commission Special Meeting. Motion seconded by Ray Mitchell. Motion passed unanimously.

**MOTION** by Ray Mitchell to certify the Entry Level Police Officer Continuous Testing Eligibility List. Motion seconded by Joshua Wilson. Motion passed unanimously.

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

**Staffing and Recruiting Update:**

Deputy Chief Young discussed a lateral candidate starting work September 19<sup>th</sup>, Chief's interviews to be scheduled next week, and recruiting efforts at Snohomish County job fair.

**New Business:**

Ray Mitchell discussed recently meeting a candidate.

Julie mentioned the upcoming Civil Service Conference.

**Adjourn:**

**MOTION** by Ray Mitchell to adjourn the meeting. Motion seconded by Joshua Wilson. Motion passed unanimously. The meeting was adjourned at 4:38 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



**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	Nicolas Wood	82.65%	11/3/2022	11/2/2023	
3	Robert Kendrick	77.78%	7/19/2022	7/18/2023	
4	Evander Garcia	77.00%	8/25/2022	8/24/2023	
5	Jennifer Gallina	71.11%	9/1/2022	8/31/2023	

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

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

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

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

As of: Nov. 1, 2022

Position	Authorized Positions	Vacant Positions	Eligibility List Candidates	Candidates in Process	Candidate Status
<b>Police Officer:</b>		7			
<b>Entry Level</b>			1	0	Chief's interviews conducted
<b>Entry-Advanced Level</b>			2	0	Chief's interviews conducted
<b>Lateral</b>			5	0	Chief's interviews conducted
<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