

CIVIL SERVICE COMMISSION SPECIAL MEETING AGENDA



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.

December 29, 2022 - 4:00 PM

Hybrid Meeting: [attend via Zoom](#) or in person at City Hall, 1812 Main St.

1. **Call to Order**
2. **Roll Call**
3. **Action Items**
 - A. Approve Minutes of November 17, 2022 Civil Service Commission Special Meeting
 - B. Certify Entry Level Police Officer Continuous Testing Eligibility List
4. **Staffing and Recruiting Update**
 - A. Staffing and Recruiting Update
5. **New Business**
 - A. Scheduling of future meetings
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
November 17, 2022
Hybrid meeting via Zoom and in-person at Police Department

CALL TO ORDER: 3:33 p.m. by Commissioner Mitchell

COMMISSION MEMBERS PRESENT: Commissioners Ray Mitchell, Brian McManus and Joshua Wilson

STAFF PRESENT: Chief Examiner/Secretary Julie Good, Deputy Police Chief Jeff Young

Action Items:

MOTION by Joshua Wilson to approve Minutes of the November 3, 2022 Civil Service Commission Special Meeting. Motion seconded by Brian McManus. Motion passed unanimously.

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

MOTION by Brian McManus to certify the Lateral Police Officer Continuous Testing Eligibility List. Motion seconded by Joshua Wilson. Motion passed unanimously.

Staffing and Recruiting Update:

Deputy Police Chief Young reported recruiting efforts will include social media posts, he's arranged for the Lateral candidate from Texas to have a polygraph there, and that there are two to three vacancies expected soon.

Commissioner McManus knows videographers who may be available to create recruiting video. He'll work with Deputy Chief Young to explore the possibilities. He also recommended a splash banner be added to the city website to advertise Police Officer employment opportunities.

Commissioner Mitchell suggested Police Officer employment opportunities be advertised in the monthly local newspaper. He also requested the Civil Service Commission be advised when Officers are sworn in, promoted, etc. at City Council meetings.

Commissioners reviewed the Police Officer Disqualifiers list which was updated in November.

New Business:

Deputy Chief Young and Examiner Good proposed a change to Civil Service Rule 8.06.1(d)(1) from "shall" to "may", which would allow the oral board to be optional in the hiring process. Candidates would be placed on the Eligibility List based on certifications/training and experience. Entry Level candidates would be placed on the Eligibility List based on their written test score.

MOTION by Brian McManus to modify the Civil Service Rule to make the oral board optional. Motion seconded by Joshua Wilson. Motion passed unanimously.

Adjourn:

MOTION by Brian McManus to adjourn the meeting. Motion seconded by Joshua Wilson. Motion passed unanimously. The meeting was adjourned at 3:58 p.m.

Respectfully Submitted:

Julie Good
Civil Service Commission Chief Examiner/Secretary

Approved By:

Ray Mitchell
Civil Service Commission Chairperson

**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	Matthew Moots	92.32%	12/29/2022	12/28/2023	
2	Tyler Burcham	85.81%	12/29/2022	12/28/2023	
3	Alex Bernabe	85.51%	12/29/2022	12/28/2023	
4	Robert Bried	84.58%	12/29/2022	12/28/2023	
5	Vaughn Barkhurst	84.17%	11/17/2022	11/16/2023	
6	Melvin Montalvo	83.02%	12/29/2022	12/28/2023	
7	Collin Schneider	81.82%	12/29/2022	12/28/2023	
8	Charles Alford	80.56%	11/17/2022	11/16/2023	
9	Colby Masters	79.17%	12/29/2022	12/28/2023	
10	Kevin Lanto	75.02%	12/29/2022	12/28/2023	
11	Tyler Hiorns	71.80%	12/29/2022	12/28/2023	
12	Derek Price	70.56%	9/1/2022	8/31/2023	
13	Diego Dos Santos	70.00%	11/17/2022	11/16/2023	

Approved by: _____

Ray Mitchell
Civil Service Commission
Chairperson

Date: _____

Attested by: _____

Julie Good
Civil Service Commission
Civil Service Chief Examiner/Secretary

Date: _____

As of: Dec 28, 2022

Position	Authorized Positions	Vacant Positions	Candidates on Eligibility List	Candidates in Process	Candidate Status
Police Officer:	34	6			
Entry Level			13	4	4 candidates in preliminary background; 9 candidates added Dec 29; 1 candidate DQ by Chief
Entry-Advanced Level			3	0	1 candidate non-responsive; 2 candidates not selected to move forward
Lateral			6	2	Pending polygraph, psychological exam and/or medical exam
Community Service Officer	1	0	0	0	
Police Records Supervisor	1	0	2	0	
Police Records Specialist	4	0	3	0	

Hiring Process:

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

*Police officers only