

# 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.*

April 13, 2023 - 4:00 PM  
Hybrid Meeting at City Hall (1812 Main St) and [via Zoom](#)

1. **Call to Order**
2. **Roll Call**
3. **Action Items**
  - A. Approve Minutes of March 30, 2023 Civil Service Commission Special Meeting Julie Good
4. **Staffing and Recruiting Update**
  - A. Staffing and recruiting update Jeff Young, Julie Good
5. **Old Business**
6. **New Business**
  - A. Legislative updates
7. **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**

March 30, 2023

Hybrid meeting via Zoom and in-person at City Hall

CALL TO ORDER: 4:01 p.m. by Vice Chairperson Joshua Wilson

COMMISSION MEMBERS PRESENT: Joshua Wilson, Ray Mitchell, Brian McManus (4:02 p.m.)

STAFF PRESENT: Deputy Police Chief Jeff Young, Senior Human Resources Specialist and Chief Examiner/Secretary Julie Good

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**Action Items:**

**MOTION** by Ray Mitchell to approve the Minutes of the March 22, 2023 Civil Service Commission Special Meeting. Motion seconded by Joshua Wilson. Motion passed unanimously by Ray and Joshua.

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

**Staffing and Recruiting Update:**

Deputy Chief Young provided an update on hiring, including an entry level Police Officer who started work this week, a lateral Police Officer candidate who is in the final stages of hiring process, a Records Specialist candidate who started the background process yesterday, and another lateral Police Officer candidate whose background check was just completed.

**Old Business:**

None.

**New Business:**

Discussion regarding Commission delegating the duty of certifying Eligibility Lists to the Secretary/Chief Examiner for the purpose of reducing the time-to-hire, and resuming meetings monthly rather than weekly.

Call for motion by Brian McManus. **MOTION** by Ray Mitchell to delegate authority to sign Eligibility Lists to the Secretary/Chief Examiner for the purpose of expediting the hiring process until such time as the number of Police Officer vacancies numbers two or fewer. Motion seconded by Joshua Wilson. Motion passed unanimously by Ray, Brian and Joshua.

Discussion regarding scheduling of a monthly meeting. Meetings will take place on the second Thursday of each month.

Deputy Chief Young reported no new legislative updates this week.

**Adjourn:**

**MOTION** by Brian McManus to adjourn the meeting. Motion seconded by Joshua Wilson. Motion passed unanimously by Brian, Joshua and Ray. The meeting was adjourned at 4:24 p.m.

Respectfully Submitted:

Approved By:

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Julie Good, Chief Examiner/Secretary  
Civil Service Commission

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Brian McManus, Chairperson  
Civil Service Commission

DRAFT

As of: Apr. 10, 2023

| Eligibility List                 | Authorized Positions | Vacant Positions | Candidates on Eligibility List | Candidate Status                           |                                                   |
|----------------------------------|----------------------|------------------|--------------------------------|--------------------------------------------|---------------------------------------------------|
| <b>Police Officer:</b>           | 34                   | 6                |                                |                                            |                                                   |
| <b>Entry Level</b>               |                      |                  | 18                             | New candidates: 3<br>Removed candidates: 4 | Conditional offer: 0<br>Background in progress: 1 |
| <b>Entry-Advanced Level</b>      |                      |                  | 0                              | New candidates: 0<br>Removed candidates: 0 | Conditional offer: 0<br>Background in progress: 0 |
| <b>Lateral</b>                   |                      |                  | 2                              | New candidates: 0<br>Removed candidates: 0 | Conditional offer: 1<br>Background in progress: 1 |
| <b>Community Service Officer</b> | 1                    | 0                | 0                              |                                            |                                                   |
| <b>Police Records Supervisor</b> | 1                    | 0                | 0                              |                                            |                                                   |
| <b>Police Records Specialist</b> | 4                    | 1                | 5                              | New candidates: 0<br>Removed candidates: 0 | Conditional offer: 0<br>Background in progress: 1 |

#### Hiring Process:

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

\*Police Officers only



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

The following names were certified by the Lake Stevens Civil Service Commission Chief Examiner/  
Secretary\* for the position of Entry Level Police Officer:

| Rank | Applicant             | Score  | Date Certified | Date Eligibility Expires | Status                           |
|------|-----------------------|--------|----------------|--------------------------|----------------------------------|
| 1    | Zane Wilson           | 87.86% | 3/22/2023      | 3/21/2024                |                                  |
| 2    | Christopher Trueblood | 85.45% | 2/2/2023       | 2/1/2024                 | Scheduling command interview     |
| 3    | Kerriane Grant        | 83.57% | 3/9/2023       | 3/8/2024                 | Scheduling command interview     |
| 4    | Mackenzie Kinsey      | 82.64% | 3/9/2023       | 3/8/2024                 | Pending paperwork from candidate |
| 5    | Justin Hatt           | 82.60% | 3/30/2023      | 3/29/2024                | Scheduling command interview     |
| 6    | Miroslav Tsanev       | 81.72% | 2/2/2023       | 2/1/2024                 | Background check in progress     |
| 7    | Charles Alford        | 80.56% | 11/17/2022     | 11/16/2023               | Background check complete        |
| 8    | Stanislav Demchuk     | 77.48% | 3/30/2023      | 3/29/2024                | Scheduling command interview     |
| 9    | Robert Fenton         | 76.66% | 4/10/2023      | 4/9/2024                 |                                  |
| 10   | Christian Anderson    | 76.57% | 3/30/2023      | 3/29/2024                |                                  |
| 11   | Seth Halstead         | 74.08% | 3/2/2023       | 3/1/2024                 | Scheduling command interview     |
| 12   | Devante King          | 72.90% | 4/10/2023      | 4/9/2024                 |                                  |
| 13   | Adrienne Barnett      | 72.43% | 2/17/2023      | 2/16/2024                | Scheduling command interview     |
| 14   | Casey Oxford          | 72.23% | 4/10/2023      | 4/9/2024                 |                                  |
| 15   | Daryl Milam           | 71.86% | 3/2/2023       | 3/1/2024                 | Pending paperwork from candidate |
| 16   | Tyler Hiorns          | 71.80% | 12/29/2022     | 12/28/2023               | Hold                             |
| 17   | Mitan Khello          | 70.56% | 3/22/2023      | 3/21/2024                | Scheduling command interview     |

Certified by: Julie Good  
Julie Good, Chief Examiner/Secretary  
Civil Service Commission

Date: 4/10/2023

\*3/30/2023: Authorized by the Civil Service Commission to sign Eligibility Lists for the purpose of expediting the hiring process until such time as the number of Police Officer vacancies numbers two or fewer.



**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    | Crystal Kolomyza | 85.50% | 2/2/2023       | 2/1/2024                 | Background check in progress |
| 2    | Josephine Stoker | 74.50% | 1/19/2023      | 1/18/2024                | Background check in progress |

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Brian McManus, Chair  
Civil Service Commission

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