

CIVIL SERVICE COMMISSION 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.

May 11, 2023 - 4:00 PM
Hybrid meeting at City Hall and [via Zoom](#)

1. **Call to Order**
2. **Roll Call**
3. **Action Items**
 - A. Approve Minutes of April 13, 2023 Civil Service Commission Meeting Julie Good
4. **New Business**
 - A. Staffing and recruiting update Jeff Young
 - B. Legislative updates Jeff Young
5. **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
April 13, 2023
Hybrid meeting via Zoom and in-person at City Hall

CALL TO ORDER: 4:00 p.m. by Chairperson Brian McManus

COMMISSION MEMBERS PRESENT: Brian McManus and Ray Mitchell

COMMISSION MEMBERS ABSENT: Joshua Wilson

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

Action Items:

MOTION by Ray Mitchell to approve the Minutes of the March 30, 2023 Civil Service Commission Special Meeting as written. Seconded by Brian McManus. Motion carried.

Staffing and Recruiting Update:

Julie advised three candidates were added to the Entry Level Continuous Testing Eligibility List and four were removed; three more candidates will be removed this week.

Deputy Chief Young advised several candidates had Command Interviews recently; several were disqualified. A Lateral candidate is expected to start work on May 16th. One Police Records Specialist candidate is in the background check process.

Julie advised the city recently participated in a Joint Base Lewis McChord hiring event, and will be attending a upcoming hiring event at WSU Everett.

Discussion regarding recruiting efforts and ideas.

Old Business:

None.

New Business:

Brief discussion regarding the expiration dates of Commission members.

Deputy Chief Young proposed every candidate on Eligibility Lists be made available to the Police Chief, regardless of the Rule of Five. Discussion of current rules. Julie will research if there's an ability for the Chief to have more names to consider at any given time in the case of candidates who are unresponsive.

Adjourn:

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

Respectfully Submitted:

Approved By:

Julie Good, Chief Examiner/Secretary
Civil Service Commission

Brian McManus, Chairperson
Civil Service Commission

As of: May. 10, 2023

Eligibility List	Authorized Positions	Vacant Positions	Candidates on Eligibility List	Candidate Status	
Police Officer:	34	6			
Entry Level			11	New candidates: 2 Removed candidates: 4	Conditional offer: 0 Background in progress: 1
Entry-Advanced Level			2	New candidates: 1 Removed candidates: 0	Conditional offer: 0 Background in progress: 0
Lateral			0	New candidates: 0 Removed candidates: 0	Conditional offer: 0 Background in progress: 0
Community Service Officer	1	0	0		
Police Records Supervisor	1	0	0		
Police Records Specialist	4	0	4		

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	Samuel Adams	91.34%	4/24/2023	4/23/2024	
2	Matthew Myers	88.89%	5/11/2023	5/10/2024	
3	Joseph Payne	82.72%	4/24/2023	4/23/2024	
4	Justin Hatt	82.60%	3/30/2023	3/29/2024	Background check in progress
5	Charles Alford	80.56%	11/17/2022	11/16/2023	Background check complete
6	Trenton Brown	78.53%	4/24/2023	4/23/2024	Scheduling command interview
7	Stanislav Demchuk	77.48%	3/30/2023	3/29/2024	Scheduling command interview
8	Charles Hale Edmerson	76.81%	5/11/2023	5/10/2024	
9	Robert Fenton	76.66%	4/10/2023	4/9/2024	Background check in progress
10	Devante King	72.90%	4/10/2023	4/9/2024	Scheduling command interview
11	Tyler Hiorns	71.80%	12/29/2022	12/28/2023	Hold

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

Date: 5/10/2023

*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.



**Entry Level-Advanced 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-Advanced Police Officer:

Rank	Applicant	Score	Date Certified	Date Eligibility Expires	Status
1	Rotnee Smith	70.50%	5/11/2023	5/10/2024	
2	Patrick Schreiber	70.00%	4/18/2023	4/17/2024	

Certified by:

Julie Good
Julie Good, Chief Examiner/Secretary
Civil Service Commission

Date: 5/10/2023

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