

# CIVIL SERVICE COMMISSION 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.*

June 8, 2023 - 4:00 PM

Hybrid Meeting [via Zoom](#) and in-person at City Hall

1. **Call to Order**
2. **Roll Call**
3. **Action Items**
  - A. Approve Minutes of May 11, 2023 Civil Service Commission Meeting
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**  
May 11, 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, Joshua Wilson and Ray Mitchell

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 2, 2023 Civil Service Commission Special Meeting. Motion seconded by Joshua Wilson Motion carried.

**Old Business:**

None.

**New Business:**

**Staffing and Recruiting Update**

Deputy Chief Young provided staffing and recruiting updates: new Lateral Police Officer starts on June 6<sup>th</sup> and new Police Records Specialist starts May 16<sup>th</sup>; Entry Advanced candidate moving into polygraph next week; two Entry Level candidates are ready to start the background process. Will be more aggressive in marketing; push out social media posts every couple of days. Brief discussion regarding the length of background checks.

Julie informed the Commission that Human Resources representatives and Commander Thomas attended the Snohomish County Job Fair on April 27<sup>th</sup>, Commander Thomas will attend the Everett Community College Career Fair on May 18<sup>th</sup>, and she will be attending a Public Safety Testing test day on May 24<sup>th</sup>.

A brief discussion regarding retention and recruitment efforts of other agencies.

**Legislative updates**

Deputy Chief Young provided legislative updates. Discussion.

Discussion regarding Rule of Five and why we use that rule.

Update on regional academy: Skagit County academy will open November 8, 2023.

**Adjourn:**

**MOTION** by Ray to adjourn the meeting. Motion seconded by Joshua. Motion passed unanimously by Ray, Joshua and Brian. The meeting was adjourned at 4:22 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

**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    | Joshua-Lee Ontiveros        | 92.92% | 5/24/2023      | 5/23/2024                | Scheduling command interview     |
| 2    | Matthew Myers               | 88.89% | 5/11/2023      | 5/10/2024                | Scheduling preliminary interview |
| 3    | Lowen-Aukai Oliveros-Roldan | 87.40% | 6/5/2023       | 6/4/2024                 |                                  |
| 4    | Konlin George               | 86.11% | 5/30/2023      | 5/29/2024                |                                  |
| 5    | Maxwell Lovett              | 81.31% | 5/30/2023      | 5/29/2024                |                                  |
| 6    | Benjamin Self               | 80.60% | 5/30/2023      | 5/29/2024                |                                  |
| 7    | Charles Alford              | 80.56% | 11/17/2022     | 11/16/2023               | Background check complete        |
| 8    | Colin Hooper                | 79.41% | 5/30/2023      | 5/29/2024                |                                  |
| 9    | Nathaniel Silcock           | 79.04% | 5/24/2023      | 5/23/2024                | Scheduling command interview     |
| 10   | Charles Hale Edmerson       | 76.81% | 5/11/2023      | 5/10/2024                |                                  |
| 11   | Robert Fenton               | 76.66% | 4/10/2023      | 4/9/2024                 | Background check in progress     |
| 12   | Nicholas Daurelio           | 74.56% | 6/5/2023       | 6/4/2024                 |                                  |
| 13   | Shawn Skinner               | 72.71% | 6/5/2023       | 6/4/2024                 |                                  |
| 14   | Mitch Roderick              | 72.60% | 5/30/2023      | 5/29/2024                |                                  |
| 15   | Tyler Hiorns                | 71.80% | 12/29/2022     | 12/28/2023               | Hold                             |

Certified by:

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

Date:

6/5/2023

\*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      | 5/20/2024                |        |
| 2    | Patrick Schreiber | 70.00% | 4/18/2023      | 4/17/2024                |        |
| 3    | Elizabeth Savchuk | 70.00% | 5/31/2023      | 5/30/2024                |        |

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

Date: 5/31/2023

\*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.

## Civil Service Commission



### 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    | Amber Lopez | 73.50% | 5/31/2023      | 5/30/2024                |        |

Certified by:

Julie Good

Julie Good, Chief Examiner/Secretary  
Civil Service Commission

Date:

5/31/2023

\*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.

As of: June 6, 2023

| Eligibility List                 | Authorized Positions | Vacant Positions | Candidates on Eligibility List | Candidate Status                            |                                                   |
|----------------------------------|----------------------|------------------|--------------------------------|---------------------------------------------|---------------------------------------------------|
| <b>Police Officer:</b>           | 34                   | 5                |                                |                                             |                                                   |
| Entry Level                      |                      |                  | 15                             | New candidates: 10<br>Removed candidates: 6 | Conditional offer: 1<br>Background in progress: 0 |
| Entry-Advanced Level             |                      |                  | 3                              | New candidates: 1<br>Removed candidates: 0  | Conditional offer: 0<br>Background in progress: 1 |
| Lateral                          |                      |                  | 1                              | New candidates: 1<br>Removed candidates: 1  | Conditional offer: 0<br>Background in progress: 0 |
| <b>Community Service Officer</b> | 1                    | 0                | 0                              |                                             |                                                   |
| <b>Police Records Supervisor</b> | 1                    | 0                | 0                              |                                             |                                                   |
| <b>Police Records Specialist</b> | 4                    | 0                | 4                              | New employee hired May 16, 2023             |                                                   |

#### 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