

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.

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

1. **Call to Order**
2. **Roll Call**
3. **Action Items**
 - A. Approve Minutes of June 8, 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 MEETING MINUTES**

June 8, 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 Joshua Wilson

COMMISSION MEMBERS PRESENT: Ray Mitchell

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

Action Items:

MOTION by Joshua Wilson to approve the Minutes of the May 11, 2023 Civil Service Commission Meeting. Motion seconded by Brian McManus. Motion carried.

Staffing and Recruiting Update:

Deputy Chief Young: a lateral police officer started employment this week; their swearing-in ceremony will take place at the City Council meeting on June 13th. A Records Specialist started work within the past few weeks; a potential lateral candidate is attending a Command interview on Tuesday; another lateral candidate is exploring employment; two candidates are being scheduled for a polygraph; and two candidates are in the background process.

Julie participated in a recruiting event at Public Safety Testing. Deputy Chief Young added that police officers who are on light duty will start attending these recruiting opportunities as well.

New Business:

Deputy Chief Young provided a brief legislative update.

Brief discussion regarding crime suppression efforts in the parks this summer.

Adjourn:

MOTION by Joshua Wilson to adjourn the meeting. Motion seconded by Brian McManus. The meeting was adjourned at 4:10 p.m.

Respectfully Submitted:

Approved By:

Julie Good, Chief Examiner/Secretary
Civil Service Commission

Brian McManus, Chairperson
Civil Service Commission

As of: July 10, 2023

Eligibility List	Authorized Positions	Vacant Positions	Candidates on Eligibility List	Candidate Status	
Police Officer:	34	5*			
Entry Level			10	New candidates: 12 Removed candidates: 11	Conditional offer: 0 Background in progress: 0
Entry-Advanced Level			3	New candidates: 0 Removed candidates: 0	Conditional offer: 1 Background in progress: 1
Lateral			1	New candidates: 0 Removed candidates: 1	Conditional offer: 0 Background in progress: 1
Community Service Officer	1	0	0		
Police Records Supervisor	1	0	0		
Police Records Specialist	4	0	0		

*Doesn't include an Entry Level Police Officer hired July 11, 2023

Hiring Process:

1. Eligibility List 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	Beck Davis	86.53%	7/6/2023	7/5/2024	
2	Micah Casale	83.93%	7/6/2023	7/5/2024	
3	Andrew Falcon	82.71%	7/10/2023	7/9/2024	
4	Kathrine Gummow	80.86%	7/6/2023	7/5/2024	
5	Benjamin Self	80.60%	5/30/2023	5/29/2024	
6	Charles Alford	80.56%	11/17/2022	11/16/2023	Background check complete
7	Jayson Villaluz	79.27%	6/13/2023	6/12/2024	
8	Nathaniel Silcock	79.04%	5/24/2023	5/23/2024	
9	Dante Burns	78.91%	7/6/2023	7/5/2024	
10	Jakob McNitt	76.83%	7/10/2023	7/9/2024	

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

Date: July 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	5/20/2024	
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

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