

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.

August 10, 2023 - 4:00 PM
Hybrid Meeting [via Zoom](#) and at City Hall (1812 Main St.)

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

July 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, Joshua Wilson and 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 June 8, 2023 Civil Service Commission Special Meeting with correction of showing Ray Mitchell absent. Motion seconded by Ray Mitchell. Motion carried.

New Business:

Staffing and Recruiting Update

Deputy Chief Young reports there are five vacancies and expecting another vacancy around Sept 1 due to a retirement.

One Lateral candidate is in background process; one Entry Advanced finished all background and we're just waiting on final results; another Entry Advanced in background process.

One Entry Level Officer hired this week. Swearing in on July 18, 2023 at the City Council Meeting.

Three Entry candidates will be invited to Command Interviews. Met yesterday to generate branded marketing materials. Julie attended Public Safety Testing event this week to recruit candidates.

Skagit Academy dates are becoming available.

Legislative Updates

Nothing new to report.

Julie let the Commission know that she won't be available for the Sept. 14th meeting. Decision on new date will be determined at the August meeting.

Adjourn:

MOTION by Ray Mitchell to adjourn the meeting. Motion seconded by Joshua Wilson. Motion passed unanimously. The meeting was adjourned at 4:15 p.m.

Respectfully Submitted:

Approved By:

Julie Good, Chief Examiner/Secretary
Civil Service Commission

Brian McManus, Chairperson
Civil Service Commission

DRAFT

As of: August 8, 2023

Eligibility List	Authorized Positions	Vacant Positions	Candidates on Eligibility List	Candidate Status	
Police Officer:	34	4*			
Entry Level			18	New candidates: 16 Removed candidates: 4	Conditional offer: 0 Background in progress: 1
Entry-Advanced Level			5	New candidates: 3 Removed candidates: 0	Conditional offer: 1 Background in progress: 0
Lateral			3	New candidates: 2 Removed candidates: 0	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		

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 Chief Examiner/Secretary* for the position of Entry Level Police Officer:

Rank	Applicant	Score	Date Certified	Date Eligibility Expires	Status
1	Jonas Mills	91.35%	8/2/2023	8/1/2024	Schedule command interview
2	Daniel DeWhitt	88.05%	8/8/2023	8/7/2024	
3	Beck Davis	86.53%	7/6/2023	7/5/2024	Not responding to communications
4	Ryker Alskog	86.41%	8/2/2023	8/1/2024	
5	Sean Burke	86.39%	8/2/2023	8/1/2024	Schedule command interview
6	Sam Matson	85.95%	7/17/2023	7/16/2024	Schedule command interview
7	Steven Matos	82.82%	8/8/2023	8/7/2024	
8	Andrew Falcon	82.71%	8/2/2023	8/1/2024	
9	Paul Marenco	82.04%	7/17/2023	7/16/2024	Schedule command interview
10	Benjamin Self	80.60%	5/30/2023	5/29/2024	Schedule command interview
11	Charles Alford	80.56%	11/17/2022	11/16/2023	Background check complete
12	Nathaniel Silcock	79.04%	5/24/2023	5/23/2024	
13	Dante Burns	78.91%	7/6/2023	7/5/2024	Schedule command interview
14	Briar Rew	78.49%	7/24/2023	7/23/2024	
15	Jakob McNitt	76.83%	7/10/2023	7/9/2024	
16	Daniel Romero Martinez	73.87%	8/8/2023	8/7/2024	
17	Tyler Yates	73.46%	7/24/2023	7/23/2024	
18	Manuel Martinez	73.16%	7/24/2023	7/23/2024	Schedule command interview

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

Date: Aug 8, 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	Byron Glenn	70.75%	7/24/2023	7/23/2024	
2	Beck Davis	70.70%	7/24/2023	7/23/2024	
3	Rotnee Smith	70.50%	5/11/2023	5/10/2024	
4	Edward Owen	70.50%	8/8/2023	8/7/2024	
5	Elizabeth Savchuk	70.00%	5/31/2023	5/30/2024	

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

Date: Aug-8, 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	Amber Lopez	73.50%	5/31/2023	5/30/2024	Background check in progress
2	Beau Zelenock	74.00%	8/1/2023	7/31/2023	
3	Courtney Zarson	71.00%	8/1/2023	7/31/2023	

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

Date: 8/1/2023

*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.