

CIVIL SERVICE COMMISSION SPECIAL 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.

September 28, 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 August 10, 2023 Civil Service Commission Meeting Julie Good
4. **New Business**
 - A. Staffing and recruiting update Jeff Young, Julie Good
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**

August 10, 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 Ray Mitchell to approve the Minutes of the July 13, 2023 Civil Service Commission Special Meeting. Motion seconded by Joshua Wilson. Motion carried.

New Business:

Staffing and Recruiting Update:

Deputy Chief Young provided an update on staffing and recruiting. Two pending retirements will leave six vacancies. Several Lateral applicants are currently in the background process. Patrick Schreiber (Entry Level-Advanced) started work July 24th. Another Entry Level-Advanced candidate is in final background steps. Two Entry Level candidates are in polygraph; four command interviews are being scheduled next week.

Discussion regarding additional staffing that may be requested in the 2024 budget. Brief discussion regarding two upcoming retirements, staffing and retention.

Sergeants Assessment Center will be conducted soon.

Legislative Updates:

Deputy Chief Young advised there were no legislative updates.

September Civil Service Commission meeting will be rescheduled to September 28th.

Adjourn:

MOTION by Joshua Wilson to adjourn the meeting. Motion seconded by Ray Mitchell. Motion passed unanimously. The meeting was adjourned at 4:28 p.m.

Respectfully Submitted:

Approved By:

Julie Good, Chief Examiner/Secretary
Civil Service Commission

Brian McManus, Chairperson
Civil Service Commission

As of: September 28, 2023

Eligibility List	Authorized Positions	Vacant Positions	Candidates on Eligibility List	Candidate Status
Police Officer:	34	4		
Entry Level			19	New candidates: 17 Removed candidates: 13 Hired: 0 Conditional offer: 0 Background in progress: 1
Entry-Advanced Level			1	New candidates: 0 Removed candidates: 3 Hired: 1 Conditional offer: 0 Background in progress: 0
Lateral			2	New candidates: 1 Removed candidates: 1 Hired: 1 Conditional offer: 0 Background in progress: 1 Separated: 2
Police Sergeant			5	
Community Service Officer	1	0	0	
Police Records Supervisor	1	0	0	
Police Records Specialist	4	0	4	Applications being accepted to update Eligibility List

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