

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.

October 12, 2023 - 4:00 PM

Hybrid Meeting: [via Zoom](#) and in-person at City Hall (1812 Main St.)

1. **Call to Order**
2. **Roll Call**
3. **Action Items**
 - A. Approve Minutes of September 28, 2023 Civil Service Commission Special Meeting Julie Good
 - B. Approve Police Records Specialist Eligibility List 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 SPECIAL MEETING MINUTES
September 28, 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 August 10, 2023 Civil Service Commission Meeting. Motion seconded by Joshua Wilson. Motion carried.

New Business:

Staffing and Recruiting Update:

Deputy Chief Young provided an update on staffing and recruiting: one Lateral Officer and one Entry Level candidate are in the background check process; he hopes to hire the Lateral Officer by the end of October/early November.

Internal promotions and assignments: Officer Heinemann was promoted to Sergeant effective October 1, 2023; Sgt. Hingtgen was assigned to the Investigations Unit effective October 1, 2023; Cpl. Michael will be assigned to the Investigations Unit later this year or early 2024; Cpl. assignment will be made soon to backfill Sgt. Heinemann; and a Traffic Officer will be assigned.

Currently recruiting for Police Records Specialist position to update the Eligibility List.

Brief discussion regarding the number of authorized positions and vacant positions.

Julie and others recently attended recruiting events at the military reserve center in Marysville, and at The Mill.

Brief discussion regarding the recent Boards and Commission training, and the upcoming virtual Civil Service Conference.

Adjourn:

MOTION by Ray Mitchell to adjourn the meeting. Motion seconded by Joshua Wilson. The Motion passed unanimously. The meeting was adjourned at 4:09 p.m.

Respectfully Submitted:

Approved By:

Julie Good, Chief Examiner/Secretary
Civil Service Commission

Brian McManus, Chairperson
Civil Service Commission



Civil Service Commission

Police Records Specialist Eligibility List

The following names were certified by the Lake Stevens Civil Service Commission for the position of Police Records Specialist:

Rank	Applicant	Score	Date Certified	Date Eligibility Expires	Status
1	Claire Harris	94.58%	2/17/2023	2/16/2024	
2	Karissa Miller	90.83%	10/12/2023	10/11/2024	
3	Michelle Ross	82.29%	10/12/2023	10/11/2024	
4	Bryanne Morgan	77.40%	10/12/2023	10/11/2024	
5	Cady Byram	76.15%	10/12/2023	10/11/2024	
6	Margaret Miller	73.85%	2/17/2023	2/16/2024	
7	Melissa Lindseth	73.54%	10/12/2023	10/11/2024	
8	Leah Swanson	72.40%	10/12/2023	10/11/2024	
9	Judith Grefsrud	70.67%	2/17/2023	2/16/2024	

Approved by: _____

Brian McManus, Chairperson
Civil Service Commission

Date: _____

Attested by: _____

Julie Good, Chief Examiner/Secretary
Civil Service Commission

Date: _____

As of: Oct. 11, 2023

Eligibility List	Authorized Positions	Vacant Positions	Candidates on Eligibility List	Candidate Status
Police Officer:	34	4		
Entry Level			14	New candidates: 9 Removed candidates: 17 Hired: 0 Conditional offer: 1 Background in progress: 0
Entry-Advanced Level			4	New candidates: 1 Removed candidates: 0 Hired: 0 Conditional offer: 0 Background in progress: 0
Lateral			2	New candidates: 0 Removed candidates: 0 Hired: 0 Conditional offer: 0 Background in progress: 1 Separated: 0
Police Sergeant			5	
Community Service Officer	1	0	0	
Police Records Supervisor	1	0	0	
Police Records Specialist	4	0	9	

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