

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.

January 26, 2024 - 11:00 AM
Hybrid Meeting at City Hall and [via Zoom](#)

1. **Call to Order**
2. **Roll Call**
3. **Action Items**
 - A. Approve Minutes of December 14, 2023 Civil Service Commission Meeting Julie Good
 - B. Elect 2024 Civil Service Commission Chair and Vice Chair Julie Good
 - C. Certify Police Records Specialist Continuous Testing Eligibility List Julie Good
4. **Staffing and Recruiting Update**
 - A. Staffing and Recruiting Update Julie Good, Jeff Young
5. **New Business**
6. **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
December 14, 2023
Hybrid meeting via Zoom and in-person at City Hall

CALL TO ORDER: 4:01 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 November 9, 2023 Civil Service Commission Special Meeting. Motion seconded by Joshua Wilson. Motion passed unanimously and carried.

MOTION by Ray Mitchell to certify the *Police Records Supervisor Eligibility List*. Motion seconded by Brian McManus. Motion passed unanimously and carried.

Staffing and Recruiting Update:

Deputy Chief Young provided a staffing update. Julie provided 2023 statistics for applications, staffing, retention, and meetings; and information regarding upcoming recruiting events.

Old Business:

None.

New Business:

Brief discussion regarding the 2024 meeting schedule and the upcoming 2024 Commission Chairperson election at the first meeting in 2024.

Adjourn:

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

Respectfully Submitted:

Approved By:

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

Brian McManus, Chairperson
Civil Service Commission

As of: Jan. 8, 2024

Eligibility List	Authorized Positions	Vacant Positions	Candidates on Eligibility List	Activity Since Last Civil Service Commission Meeting
Police Officer:	34	4		
Entry Level			31	New candidates: 8 Conditional offer of employment: 1 Removed candidates: 9 Background in progress: 0 Hired: 0 Officer Fenton in Law Enforcement Academy: 10/17/23 - 2/27/24
Entry-Advanced Level			4	New candidates: 0 Conditional offer of employment: 0 Removed candidates: 2 Background in progress: 0 Hired: 0
Lateral			2	New candidates: 1 Conditional offer of employment: 0 Removed candidates: 0 Background in progress: 0 Hired: 0 Resigned/Separated: 1
Police Sergeant			4	List is valid through 9/10/2024
Community Service Officer	1	0	0	List has expired
Police Records Supervisor	1	1	3	New candidates: 0 Conditional offer of employment: 0 Removed candidates: 0 Background in progress: 1 Hired: 0 Resigned/Separated: 0
Police Records Specialist	4	0	7	New candidates: 0 Background in progress: 0 Removed candidates: 2 Resigned/Separated: 0 Hired: 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. Medical exam*
9. Offer of employment

*Police Officers only

Upcoming Vacancies:

Police Records Specialist: February 2, 2024