CIVIL SERVICE COMMISSION MEETING AGENDA

City of Lake Stevens Vision Statement

We are a thriving community that promotes a vibrant economy, preserves natural beauty, and supports an exceptional quality of life for all.

February 8, 2024 - 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 January 26, 2024 Civil Service Commission Special Meeting	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 SPECIAL MEETING MINUTES
January 26, 2024
Hybrid meeting via Zoom and in-person at City Hall

CALL TO ORDER:	11:00 a.m. by Vice Chairperson Ray Mitchell
COMMISSION MEMBERS PRESENT:	Joshua Wilson, Ray Mitchell, and Brian McManus (11:03)
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 December 14, 2023 Civil Service Commission Meeting. Motion seconded by Joshua Wilson. Motion was passed unanimously by Ray and Joshua. Motion carried.

Ray Mitchell nominated Joshua Wilson to be the 2024 Chairperson of the Civil Service Commission, and Brian McManus to be the Vice Chairperson of the Civil Service Commission. Nomination accepted by Joshua and Brian. **MOTION** by Ray Mitchell. Motion seconded by Brian McManus. Motion was passed unanimously. Motion carried.

MOTION by Brian McManus to certify the *Police Records Specialist Continuous Testing Eligibility List*. Motion seconded by Ray Mitchell. Motion was passed unanimously. Motion carried.

Staffing and Recruiting Update:
Deputy Chief Young commended Julie Good for her efforts in recruiting and processing candidates in the past year, which have resulted in many successes. The process improvements have served the department well. Her work with the Civil Service Commission and Police Department has gotten them to where they are today in filling vacancies.

An Entry Level-Advanced Police Officer recently separated from employment. Police Officer and Police Records Specialist candidates are in the hiring process. The Police Records Supervisor vacancy was filled by promotion. An Entry Level candidate has been extended an offer of employment for early February. Other candidates are scheduled for command interviews.

New Business:
Deputy Chief Young provided an update on discussions regarding the creation of Basic Law Enforcement Academy locations in the area.

Adjourn:
MOTION by Ray Mitchell to adjourn the meeting. Motion seconded by Joshua Wilson. Motion passed unanimously. Motion carried.

The meeting was adjourned at 11:13 p.m.

Respectfully Submitted:

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Julie Good, Chief Examiner/Secretary
Civil Service Commission

Approved By:

_____

Joshua Wilson, Chairperson
Civil Service Commission

DRAFT

Eligibility List	Authorized Positions	Vacant Positions	Candidates on Eligibility List	Activity Since Jan. 8, 2024
Police Officer:	34	4		
Entry Level			25	New candidates: 17 Conditional offer of employment: 1 Removed candidates: 17 Background in progress: 3 Hired: 1* (effect. 2/12/24) Officer Fenton in Law Enforcement Academy: 10/17/23 - 2/27/24
Entry-Advanced Level			1	New candidates: 0 Conditional offer of employment: 0 Removed candidates: 3 Background in progress: 0 Hired: 0 Resigned/Separated: 1
Lateral			1	New candidates: 1 Conditional offer of employment: 0 Removed candidates: 2 Background in progress: 1 Hired: 0 Resigned/Separated: 0
Police Sergeant			4	Eligibility List is valid through 9/10/2024
Community Service Officer	1	0	0	Eligibility List has expired
Police Records Supervisor	1	1	1	New candidates: 0 Conditional offer of employment: 0 Removed candidates: 1 Background in progress: 0 Promoted: 1 Resigned/Separated: 0
Police Records Specialist	4	0	8	New candidates: 1 Background in progress: 2 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: