

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.

April 11, 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 February 8, 2024 Civil Service Commission Meeting Julie Good
 - B. Certify Police Records Specialist Continuous Testing Eligibility List Julie Good
4. **New Business**
 - A. Staffing and Recruiting Update
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

February 8, 2024

Hybrid meeting via Zoom and in-person at City Hall

CALL TO ORDER:	4:00 p.m. by Chairperson Joshua Wilson
COMMISSION MEMBERS PRESENT:	Joshua Wilson, Brian McManus (4:07 p.m.) and Ray Mitchell
STAFF PRESENT:	Senior Human Resources Specialist and Chief Examiner/Secretary Julie Good, and Deputy Police Chief Jeff Young,

Action Items:

MOTION by Ray Mitchell to approve the Minutes of the January 26, 2024 Civil Service Commission Special Meeting. Motion seconded by Joshua Wilson. Motion passed unanimously. Motion carried.

Staffing and Recruiting Update:

Deputy Chief Young reported that a new Entry Level Police Officer begins work on February 12th; the City Council approved a new Police Records Specialist position for the body-worn camera program; an Entry Level Police Officer candidate who accepted a conditional offer of employment last week, withdrew from our process today to accept an offer from another agency; a current Entry Level Police Officer will be attending the Basic Law Enforcement Academy in March; and the command staff have been conducting interviews with a variety of applicants.

Discussion regarding how Lake Stevens compares to other agencies for staffing Police Officers per thousand residents, the possibility of increasing the number of authorized Police Officers, and how the Civil Service Commission can let the City Council know they support hiring more Police Officers.

Julie reported that she and Officer Scholz attended a recruiting event last week in Monroe directed towards recruiting female first responders, and Julie will be attending another recruiting event later this month at the Armed Forces Reserve Center in Marysville.

Deputy Chief Young reported that Officer Brecht and Officer Lyons were recognized by the Fire District over the weekend for their lifesaving efforts during a house fire in 2023; a recent news article highlighted K9 Officer Cia as the only narcotic K9 trained and imprinted on fentanyl in Washington; and thanked Julie for her efforts recruiting Police Officers, which is making a difference, particularly in the number of lateral police officers.

New Business:

None.

Adjourn:

MOTION by Ray Mitchell to adjourn the meeting. Motion seconded by Brian McManus. Motion passed unanimously. Motion carried.

The meeting was adjourned at 4:13 p.m.

Respectfully Submitted:

Approved By:

Julie Good, Chief Examiner/Secretary
Civil Service Commission

Joshua Wilson, Chairperson
Civil Service Commission



Civil Service Commission

Police Records Specialist Continuous Testing 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	Michelle Ross	82.29%	10/12/2023	10/11/2024	
2	Kaylan Deer	80.83%	4/11/2024	4/10/2025	
3	Melissa Lindseth	73.54%	10/12/2023	10/11/2024	
4	Leah Swanson	72.40%	10/12/2023	10/11/2024	
5	Brandon Johnson	70.00%	4/11/2024	4/10/2025	
6	Kimbereley Bigham	70.00%	4/11/2024	4/10/2025	

Approved by: _____

Joshua Wilson, Chairperson
Civil Service Commission

Date: _____

Attested by: _____

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

Date: _____

Eligibility List	Authorized Positions	Vacant Positions	Candidates on Eligibility List	Activity Since Feb. 5, 2024
Police Officer:	34	3		
Entry Level			25	New candidates: 37 Conditional offer of employment: 0 Removed candidates: 38 Background in progress: 0 Hired: 1 (effect. Feb. 12, 2024) Resigned/Separated: 0 Candidate Burns in Basic Law Enforcement Academy: Mar. - Aug. 2024
Entry-Advanced Level			1	New candidates: 4 Conditional offer of employment: 0 Removed candidates: 4 Background in progress: 0 Hired: 0 Resigned/Separated: 0
Lateral			1	New candidates: 2 Conditional offer of employment: 0 Removed candidates: 2 Background in progress: 0 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	0	1	New candidates: 0 Conditional offer of employment: 0 Removed candidates: 0 Background in progress: 0 Promoted: 1 Resigned/Separated: 0
Police Records Specialist	5	1	6	New candidates: 3 Background in progress: 0 Removed candidates: 3 Resigned/Separated: 0 Hired: 2

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

Upcoming Vacancies:

*Police Officers only