

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.

July 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 June 20, 2024 Civil Service Commission Special Meeting Julie Good
4. **New Business**
 - A. Staffing and recruiting update Julie Good
 - B. Discussion item: Basic Law Enforcement Academy locations Jeff Young
 - C. Discussion item: Police Officers per capita Jeff Young
 - D. Discussion item: DACA recipients Jeff Young
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
June 20, 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, and Ray Mitchell

STAFF PRESENT: Senior Human Resources Specialist and Chief
Examiner/Secretary Julie Good

Action Items:

MOTION by Ray Mitchell to approve the Minutes of the April 11, 2024 Civil Service Commission Meeting. Motion seconded by Brian McManus. Motion passed unanimously. Motion carried.

MOTION by Ray Mitchell to certify the *Community Service Officer Continuous Testing Eligibility List*. Motion seconded by Brian McManus. Motion passed unanimously. Motion carried.

New Business:

Staffing and Recruiting Update:

Julie Good provided a staffing and recruiting update.

The agenda items of Basic Law Enforcement Academy update and Police Officer per capita are continued to the next meeting.

Adjourn:

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

The meeting was adjourned at 4:07 p.m.

Respectfully Submitted:

Approved By:

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

Joshua Wilson, Chairperson
Civil Service Commission

Eligibility List	Authorized Positions	Vacant Positions	Candidates on Eligibility List	Activity Since June 21, 2024
Police Officer:	34	3		
Entry Level			26	New candidates: 24 Removed candidates: 20 Hired: 0 Conditional offer of employment: 0 Background in progress: 2 Resigned/Separated: 0 Candidate Burns in Basic Law Enforcement Academy: March-August 2024
Entry-Advanced Level			2	New candidates: 1 Removed candidates: 0 Hired: 0 Conditional offer of employment: 0 Background in progress: 1 Resigned/Separated: 0
Lateral			3	New candidates: 1 Removed candidates: 1 Hired: 0 Conditional offer of employment: 0 Background in progress: 0 Resigned/Separated: 0
Police Sergeant			4	Eligibility List is valid through 9/10/2024
Community Service Officer	1	1	1	New candidates: 0 Removed candidates: 0 Hired: 0 Background in progress: 0 Resigned/Separated: 0
Police Records Supervisor	1	0	1	New candidates: 0 Removed candidates: 0 Promoted: 0 Background in progress: 0 Resigned/Separated: 0
Police Records Specialist	5	0	5	New candidates: 0 Removed candidates: Hired: 0 Background in progress: 0 Resigned/Separated: 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

Upcoming Vacancies:

*Police Officers only