

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.

August 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 July 11, 2024 Civil Service Commission Meeting Julie Good
4. **New Business**
 - A. Staffing and recruiting update 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 MEETING MINUTES**

July 11, 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; Hollee Seaward, HR
Intern

Action Items:

MOTION by Ray Mitchell to approve the Minutes of the June 20, 2024 Civil Service Commission Special Meeting. Motion seconded by Brian McManus. Motion passed unanimously. Motion carried.

New Business:

Julie provided updates on staffing and recruiting, a law enforcement training academy that will soon open in Arlington, police officer per capita data, implementation of the recent legislative action regarding Deferred Action for Childhood Arrivals (DACA) recipients, and the upcoming Civil Service Conference in October. A brief discussion followed.

Adjourn:

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

The meeting was adjourned at 4:22 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 From July 8-Aug. 6, 2024	
Police Officer:	34	2			
Entry Level			26	New candidates: 16 Removed candidates: 16 Hired: 1 (Aug. 20th)	Conditional offer of employment: 1 Background in progress: 2 Resigned/Separated: 0 Candidate Hogan in Basic Law Enforcement Academy: Apr-Sept. 10, 2024
Entry-Advanced Level			1	New candidates: 1 Removed candidates: 1 Hired: 0	Conditional offer of employment: 0 Background in progress: 0 Resigned/Separated: 0
Lateral			2	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