

CIVIL SERVICE COMMISSION SPECIAL 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.

September 17, 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 August 8, 2024 Civil Service Commission Meeting Julie Good
 - B. Certify Community Service Officer Eligibility List Julie Good
 - C. Authorize Chief Examiner/Secretary to Sign Police Officer Eligibility Lists Until All Vacancies are Filled Jeffrey Beazizo
- 4. New Business**
 - A. Staffing and Recruiting Update Jeffrey Beazizo
 - B. Cancel October 10, 2024 Civil Service Commission Meeting 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

August 8, 2024

Hybrid meeting via Zoom and in-person at City Hall

CALL TO ORDER: 4:00 p.m. by Brian McManus

COMMISSION MEMBERS PRESENT: Brian McManus and Ray Mitchell

COMMISSION MEMBERS ABSENT: Joshua Wilson

STAFF PRESENT: Senior Human Resources Specialist and Chief
Examiner/Secretary Julie Good, Police Chief Jeffrey
Beazizo, and HR Intern Hollee Seaward

Action Items:

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

New Business:

Staffing and Recruiting Update:

Julie reported the city has extended an offer of employment to an Entry Level candidate; Officer Burns graduated from the academy and will be starting FTO; Candidate Hogan graduates in a month; an Entry Level candidate has been extended a Conditional Offer of employment and is expected to complete final steps in November; the city is in the final stage of becoming an Approved Agency with the VA for On-the-Job-Training which would allow eligible veterans to receive monetary benefits of their GI Bill while completing Police Officer training.

Chief Beazizo reported that three Entry-Level candidates are in the background check phase and four candidates are scheduled for Command interviews. One Lateral candidate is being moved into the background check phase.

Holley discussed her attendance at a recruiting event at the Military Reserve Center in Marysville yesterday.

There was a brief discussion about vacant positions and assignments, and a Basic Law Enforcement Academy facility that may be opening soon nearby.

Adjourn:

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

The meeting was adjourned at 4:12 p.m.

Respectfully Submitted:

Julie Good, Chief Examiner/Secretary
Civil Service Commission

Approved By:

Brian McManus, Vice Chairperson
Civil Service Commission

Eligibility List	Authorized Positions	Vacant Positions	Candidates on Eligibility List	Activity From Aug. 6-Sept. 12, 2024	
Police Officers*:	34	3			
Entry Level			23	New candidates: 13 Removed candidates: 16 Hired: 2	Conditional offer of employment: 0 Background in progress: 1 Resigned/Separated: 0 Erick Everest hired Aug. 27th (leaves 3 vacancies) Amanda Van Hook hired Sept. 17th (leaves 2 vacancies) 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			1	New candidates: 0 Removed candidates: 2 Hired: 0	Conditional offer of employment: 0 Background in progress: 1 Resigned/Separated: 0
Police Sergeant			0	Eligibility List expired Sept. 10, 2024	
Community Service Officer	1	1	TBD after Sept. 17th oral board	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

*Does not include Chief, Deputy Chief and Commander

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