

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.

November 21, 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 September 17, 2024 Civil Service Commission Meeting Julie Good
4. **New Business**
 - A. Staffing and Recruiting Update Jeff Young
 - B. Proposal to cancel December Civil Service Commission Meeting Julie Good
 - C. Upcoming Chairperson and Vice Chairperson election in January 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 SPECIAL MEETING MINUTES
September 17, 2024
Hybrid meeting via Zoom and in-person at City Hall

CALL TO ORDER: 4:11 p.m. by Chairperson Joshua Wilson

COMMISSION MEMBERS PRESENT: Joshua Wilson and Brian McManus

COMMISSION MEMBERS ABSENT: Ray Mitchell

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

Action Items:

MOTION by Brian McManus to approve the Minutes of the August 8, 2024 Civil Service Commission Meeting. Motion seconded by Joshua Wilson. Motion passed unanimously. Motion carried.

Julie provided an update on the Community Service Officer oral boards conducted this afternoon.

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

Discussion regarding extending the Chief Examiner/Secretary to continue signing Eligibility Lists to expedite the hiring process.

MOTION by Brian McManus to continue with the current process of allowing the Chief Examiner/Secretary to continue signing Eligibility Lists until there are no Police Officer vacancies. Motion seconded by Joshua Wilson. Motion passed unanimously. Motion carried.

Staffing and Recruiting Update:

Julie provided an update on current staffing, academy dates, and an update on the CJTC BLEA academy opening soon in Arlington.

New Business:

Discussion regarding rescheduling the October 10th and November 14th Civil Service Commission meetings. Julie will send some alternative dates to the Commission for their consideration.

Adjourn:

MOTION by Brian McManus to adjourn the meeting. Motion seconded by Joshua Wilson. Motion passed unanimously. Motion carried.

The meeting was adjourned at 4:23 p.m.

Respectfully Submitted:

Approved By:

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

Joshua Wilson, Chairperson
Civil Service Commission

DRAFT

Eligibility List	Authorized Positions	Vacant Positions	Candidates on Eligibility List	Activity From Sept. 12-Nov. 19, 2024
Police Officers*:	34	1		
Entry Level			75	New candidates: 77 Removed candidates: 29 Hired: 1 (Amanda VanHook) <u>Attending BLEA:</u> Jason Sutton: Oct. 1 - Feb. 11 Erick Everest: Oct. 22 - Mar. 5 Amanda VanHook Nov. 5 - Mar. 19 Conditional offer of employment: 0 Background in progress: 1 Resigned/Separated: 0
Entry-Advanced Level			0	New candidates: 1 Removed candidates: 2 Hired: 0 Conditional offer of employment: 0 Background in progress: 0 Resigned/Separated: 0
Lateral			0	New candidates: 5 Removed candidates: 8 Hired: 1 (Wayne Aukerman) <u>Attending BLEEA:</u> Wayne Aukerman: Dec. 2-12 Conditional offer of employment: 0 Background in progress: 0 Resigned/Separated: 0
Police Sergeant			0	Eligibility List expired Sept. 10, 2024
Community Service Officer	1	0	3	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	3	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