

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.

January 9, 2025 - 4:00 PM
Hybrid Meeting: [Via Zoom](#) and in-person at City Hall

1. **Call to Order**
2. **Roll Call**
3. **Action Items**
 - A. Elect 2025 Civil Service Commission Chair and Vice Chair
 - B. Approve Minutes of November 21, 2024 Civil Service Commission Meeting
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**

November 21, 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 K. Good

Action Items:

MOTION by Ray Mitchell to approve the Minutes of the September 17, 2024 Civil Service Commission Meeting. Motion seconded by Brian McManus. Motion passed unanimously. Motion carried.

Staffing and Recruiting Update:

Julie Good provided an update on current staffing and the 2025 budget for new police officer positions. At the next meeting, Ray Mitchell would like an update on the per capita statistics adjusted for the 2025 additional Police Officer positions. Julie advised she'll be participating in a recruiting event tomorrow at The Mill, prior to hosting a Public Safety Testing hiring event.

New Business:

Discussion and decision to cancel the December Civil Service Commission meeting.

Julie provided a reminder that at the first meeting in January, the Commission will elect a Chairperson and Vice Chairperson for 2025.

Adjourn:

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

The meeting was adjourned at 4:09 p.m.

Respectfully Submitted:

Approved By:

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

Joshua Wilson, Chairperson
Civil Service Commission

Name of Eligibility List	# of Authorized Positions	# of Vacant Positions	# of Candidates on Eligibility List	Activity from Nov. 19-Jan. 7, 2024	
Police Officer*	36	3			
Entry Level			95	New Candidates: 32 Removed from Eligibility List: 11 Hired: 0 <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 Check in Progress: 1 Resigned/Separated: 0
Entry Level-Advanced			0	New candidates: 0 Removed candidates: 0 Hired: 0	Conditional offer of employment: 0 Background in progress: 0 Resigned/Separated: 0
Lateral			0	New candidates: 1 Removed candidates: 1 Hired: 0	Conditional offer of employment: 0 Background in progress: 0 Resigned/Separated: 0
Police Sergeant			0	Eligibility List expired Sept. 10, 2024	
Police Records Supervisor	1	0	0	Eligibility List expired Dec. 13, 2024	
Police Records Specialist	5	0	3	New candidates: 0 Removed candidates: 0 Hired: 0 Eligibility List valid through Apr. 10, 2025	Background in progress: 0 Resigned/Separated: 0
Community Service Officer	1	0	3	New candidates: 0 Removed candidates: 0 Hired: 0 Eligibility List valid through Sept. 16, 2025	Background in progress: 0 Resigned/Separated: 0
Evidence Technician	1	0	0	Eligibility List expired pre-2018	

*Does not include Chief, Deputy Chief, or 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

*Police Officers only

Upcoming Vacancies: