

# CIVIL SERVICE COMMISSION MEETING AGENDA



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## *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.*

February 13, 2025 - 4:00 PM

Hybrid Meeting: In-person at City Hall, 1812 Main St.; and online [via Zoom](https://lakestevenswa.zoom.us/j/89089402093) at <https://lakestevenswa.zoom.us/j/89089402093>

1. **Call to Order**
2. **Roll Call**
3. **Action Items**
  - A. Approve Minutes of January 9, 2025 Civil Service Commission Meeting Julie Good
4. **New Business**
  - A. Staffing and recruiting update Jeff Young
5. **Adjourn**

### ***THE PUBLIC IS INVITED TO ATTEND***

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**CITY OF LAKE STEVENS  
CIVIL SERVICE COMMISSION MEETING MINUTES**

January 9, 2025

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  
Ray Mitchell  
Brian McManus

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

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**Action Items:**

Elect a 2025 Chair and Vice Chair of the Civil Service Commission. Ray Mitchell volunteered to be Chair. **MOTION** by Brian McManus to appoint Ray Mitchell as Chair. Motion seconded by Joshua Wilson. Motion passed unanimously. Motion carried.

**MOTION** by Ray Mitchell to appoint Brian McManus as Vice Chair. Motion seconded by Joshua Wilson. Motion passed unanimously. Motion carried.

**MOTION** by Ray Mitchell to approve the Minutes of the November 21, 2024 Civil Service Commission Meeting. Motion seconded by Brian McManus. Motion passed unanimously. Motion carried.

**New Business:**

**Staffing and Recruiting Update**

Deputy Chief Young reported:

- Three (Police Officer) positions are vacant; two will be filled in the third quarter of the year.
- Some agencies may be laying off Police Officers, so he's hopeful we can hire some of those affected.
- Six Police Officers are currently not deployable for various reasons – leave and other reasons.
- There are six candidates in the early stages of consideration for hire.
- The BLEA in Arlington had its soft opening; we'll have candidates in that academy soon - there will be a 30- to 60-day wait to attend rather than months.
- Commended Julie for her outstanding recruiting efforts, which have made a significant difference in supporting the Police Department team.

- There's been an increase in the national trend of people considering a law enforcement career.
- Officer Aukerman is back on duty and working traffic patrol.

Julie reported:

- Recognized Deputy Chief Young for his exceptional collaboration throughout the hiring process. His efficiency in processing applicants has been instrumental in reducing applicant processing timelines and informing candidates of their status.
- The ongoing collaboration to streamline candidate processing and focus recruiting efforts has significantly increased the number of candidates on the Entry Level Eligibility List [more than 200%].
- Ongoing recruiting and advertising efforts, including hosting the Public Safety Testing written and physical ability testing at the Mill again in June, and advertising for Lateral Police Officers nationwide.

Joshua asked about the length of time it takes to contact candidates and the time to hire. Julie advised that Lateral and Entry Level-Advanced Officers are typically contacted within a day of applying, while Entry Level candidates are typically processed every week.

Joshua would like to know the demographics of applicants and the current police force. Julie will bring that to him at a future meeting.

**Adjourn:**

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

The meeting was adjourned at 4:13 p.m.

Respectfully Submitted:

Approved By:

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Julie Good, Chief Examiner/Secretary  
Civil Service Commission

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Ray Mitchell, Chairperson  
Civil Service Commission

Name of Eligibility List	# of Authorized Positions	# of Vacant Positions	# of Candidates on Eligibility List	Activity from Jan. 8 – Feb. 10, 2025
<b>Police Officer*</b>	36	3		
<b>Entry Level</b>			80	<p>New Candidates: 0*  Removed from Eligibility List: 16  Hired: 0</p> <p>Conditional Offer of Employment: 0  Background Check in Progress: 1  Resigned/Separated: 0</p> <p>Attending BLEA:  Jason Sutton: Oct. 1-Feb. 11  Erick Everest: Oct. 22-Mar. 5  Amanda VanHook: Nov. 5-Mar. 19</p> <p>*No new candidates have been added to the Eligibility List, as the Chief is focused on reviewing those who are already on it.</p>
<b>Entry Level-Advanced</b>			0	<p>New candidates: 0  Removed candidates: 0  Hired: 0</p> <p>Conditional offer of employment: 0  Background in progress: 0  Resigned/Separated: 0</p>
<b>Lateral</b>			0	<p>New candidates: 1  Removed candidates: 3  Hired: 0</p> <p>Conditional offer of employment: 0  Background in progress: 0  Resigned/Separated: 0</p>
<b>Police Sergeant</b>			0	Eligibility List expired Sept. 10, 2024
<b>Police Records Supervisor</b>	1	0	0	Eligibility List expired Dec. 13, 2024
<b>Police Records Specialist</b>	5	0	3	<p>New candidates: 0  Removed candidates: 0  Hired: 0</p> <p>Background in progress: 0  Resigned/Separated: 0</p> <p>Eligibility List valid through Apr. 10, 2025</p>
<b>Community Service Officer</b>	1	0	3	<p>New candidates: 0  Removed candidates: 0  Hired: 0</p> <p>Background in progress: 0  Resigned/Separated: 0</p> <p>Eligibility List valid through Sept. 16, 2025</p>
<b>Evidence Technician</b>	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. Two ride-alongs
4. Polygraph\*
5. Background check
6. Conditional job offer\*
7. Psychological exam\*
8. Medical exam\*
9. Offer of employment

\*Police Officers only

Upcoming Vacancies: