

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.

March 13, 2025 - 4:00 PM
In person at City Hall, 1812 Main St., and [via Zoom](#)

1. **Call to Order**
2. **Roll Call**
3. **Action Items**
 - A. Approve Minutes of the February 13, 2025 Civil Service Commission Meeting Julie Good
4. **New Business**
 - A. Staffing and recruiting update Julie Good
 - B. Review schedule for April and May meetings 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
February 13, 2025
Hybrid meeting via Zoom and in-person at City Hall

CALL TO ORDER: 4:00 p.m. by Chairperson Ray Mitchell

COMMISSION MEMBERS PRESENT: Ray Mitchell
Brian McManus
Joshua Wilson

STAFF PRESENT: Chief Examiner/Secretary Julie Good, *Senior Human Resources Specialist*

STAFF EXCUSED: Jeff Young, *Deputy Police Chief*

Action Items:

MOTION by Ray Mitchell to approve the Minutes of the January 9, 2025 Civil Service Commission Meeting. Motion seconded by Brian McManus. Motion passed unanimously. Motion carried.

Staffing and Recruiting Update:

Julie Good provided an update on the recruitment of police officers, the status of eligibility lists, and a summary of tenure for commissioned and limited/non-commissioned employees.

New Business:

None.

Adjourn:

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

The meeting was adjourned at 4:06 p.m.

Respectfully Submitted:

Julie Good, Chief Examiner/Secretary
Civil Service Commission

Approved By:

Ray Mitchell, Chairperson
Civil Service Commission

Eligibility List	Authorized Positions	Vacant Positions	Candidates on Eligibility List	Activity from Feb. 11 - Mar. 10, 2025	
Police Officer*	36	4			
Entry Level			107	New Candidates: 38 Removed from Eligibility List: 11 Hired: 0 <u>Attending BLEA:</u> Amanda VanHook: Nov. 5-Mar. 19	Conditional Offer of Employment: 0 Background Check in Progress: 0 Resigned/Separated: 0
Entry Level-Advanced			0	New candidates: 1 Removed candidates: 1 Hired: 0	Conditional offer of employment: 0 Background in progress: 0 Resigned/Separated: 0
Lateral			1	New candidates: 1 Removed candidates: 0 Hired: 0	Conditional offer of employment: 0 Background in progress: 0 Resigned/Separated: 1
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	1	3	New candidates: 0 Removed candidates: 1 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. 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:

We are unaware of any.