

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.

April 17, 2025 - 4:00 PM
Via [Zoom](#) and In-Person at City Hall

1. **Call to Order**
2. **Roll Call**
3. **Action Items**
 - A. Approve Minutes of March 13, 2025 Civil Service Commission Meeting Julie Good
 - B. Certify the Community Service Officer (CSO) Continuous Testing Eligibility List Julie Good
4. **New Business**
 - A. Staffing and Recruiting Update 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**

March 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

COMMISSION MEMBERS ABSENT: Joshua Wilson

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

STAFF EXCUSED: Jeff Young, *Deputy Police Chief*

Action Items:

MOTION by Brian McManus to approve the Minutes of the February 13, 2025 Civil Service Commission Meeting. Motion seconded by Ray Mitchell. Motion passed unanimously. Motion carried.

Staffing and Recruiting Update:

Julie provided an update on the recruitment of Police Officers, Community Service Officer, and the status of the eligibility lists. Additionally, a Lateral Police Officer recently resigned, bringing the current number of Police Officer vacancies to four.

New Business:

Julie suggested the April and May meetings be cancelled due to her unavailability, and a Special Meeting be scheduled to certify the Community Service Officer Eligibility List at the conclusion. After a brief discussion, it was suggested the Special Meeting be held on May 1, 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 4:05 p.m.

Respectfully Submitted:

Approved By:

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

Ray Mitchell, Chairperson
Civil Service Commission



Civil Service Commission

Community Service Officer Continuous Testing Eligibility List

The following names were certified by the Lake Stevens Civil Service Commission for the position of Community Service Officer:

Rank	Applicant	Score	Date Certified	Date Eligibility Expires	Status
1	Michael-John Aprahamian	83.33%	4/17/2025	4/16/2026	
2	Elizabeth Lewis	80.28%	4/17/2025	4/16/2026	
3	Mark Schwarz	80.00%	9/17/2024	9/16/2025	
4	Jamieson Herman	75.56%	9/17/2024	9/16/2025	
5	Sara Varela	75.28%	4/17/2025	4/16/2026	
6	Olivia Zener	74.72%	4/17/2025	4/16/2026	
7	Laura Standley	70.97%	9/17/2024	9/16/2025	

Attested by: _____
Julie K. Good
Civil Service Chief Examiner/Secretary

Date: _____

Approved by: _____
Ray Mitchell
Civil Service Commission Chairperson

Date: _____

Eligibility List	Authorized Positions	Vacant Positions	Candidates on Eligibility List	Activity from Mar. 11 – Apr. 4, 2025	
Police Officer*	36	4			
Entry Level			108	New candidates: 30 Removed from Eligibility List: 28 Hired: 0	Conditional offer of employment: 0 Background check in Progress: 0 Resigned/Separated: 0
Entry Level-Advanced			1	New candidates: 1 Removed from Eligibility List: 0 Hired: 0	Conditional offer of employment: 0 Background check in progress: 0 Resigned/Separated: 0
Lateral			1	New candidates: 0 Removed from Eligibility List: 0 Hired: 0	Conditional offer of employment: 0 Background check in progress: 1 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	0	Eligibility List expired Apr. 10, 2025	
Community Service Officer	2	1	7	New candidates: 4 Removed from Eligibility List: 0 Hired: 0 Eligibility List valid through Apr. 16, 2026	Background check 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. Command interview
3. Two ride-alongs
4. Polygraph*
5. Background check
6. Conditional offer of employment*
7. Psychological exam*
8. Medical exam*
9. Offer of employment

Upcoming Vacancies:

We are unaware of any.

*Police Officers only