



CITY OF SHELTON
Civil Service Meeting
April 24, 2018 – 9:00 AM
Civic Center Meeting Room

Agenda

- A. Call to Order
- B. Old Business - None
- C. Staff Request
 - 1. Annual Selection of Civil Service Commission Chair and Vice Chair
 - 2. Approval of the December 18, 2017 meeting minutes.
 - 3. Secretary/Examiner requests the Commission to review and certify the salary ranges and classifications for Civil Service employees within the City of Shelton.
 - 4. Secretary/Examiner requests the Commission to certify the eligibility list for the position of Entry Level Police Officer for the City of Shelton.
 - 5. Secretary/Examiner requests the Commission to certify the eligibility list for the position of Lateral Police Officer for the City of Shelton.
 - 6. Secretary/Examiner requests the Commission to certify the Sergeant Testing Process for the City of Shelton.
- D. General Discussion – Open Topic
- E. Public Comment
- F. Adjourn

Distribution: Civil Service Commissioners, Vicki Look, Mari Herold, Darrin Moody, Mike Fiola, Police Guild, Media

CITY OF SHELTON
Civil Service Meeting
December 18, 2017 – 9:30 AM
Shelton Civic Center – Meeting Room

Present: Commission Members: Commissioner John Tarrant, Commissioner John Wiechert
Commissioner Marilyn Vogler

Commission Secretary/Examiner: Vicki Look

City Staff: Police Chief Darrin Moody, Mari Herold

Meeting Called to Order: Commissioner Tarrant called the meeting to order at 9:30 AM

Approval of Minutes: The following minutes were reviewed and approved: October 30, 2017

Secretary/Examiner (S/E) Request:

1. S/E Look requested the Commission to certify the eligibility list for the position of Entry Level Police Officer for the City of Shelton.

Discussion ensued regarding reasons for changes to Eligibility list. Commission requested that, going forward, the Eligibility list include candidates who withdrew from consideration, or otherwise came off the list, and the reasons for same.

A motion was made; vote taken and the motion passed.

2. S/E Look requested the Commission to certify the eligibility list for the position of Lateral Police Officer for the City of Shelton.

A motion was made; vote taken and the motion passed.

Administrative Reports

General discussion re: open positions in the PD; Increase in rates at Mason County Jail facilities.

Public Comment: There was no public comment.

Next Meeting Scheduled: The next regularly scheduled meeting will be January 18, 2018 at 9:30 am

The meeting was adjourned at 10:00 AM

Submitted by: Mari Herold, on behalf of Vicki Look Secretary/Examiner.

APPROVED _____ Chair John Tarrant

Civil Service Salary Ranges 2018

Office Staff

	Monthly		
	Beginning	Mid	Final
Police Records/Evidence Clerk (2.5)	\$3,095	\$3,560	\$4,025
Code Enforcement/Community Service Officer	\$3,645	\$4,192	\$4,738

Sworn Officers

		Monthly		
		2nd Class	3rd Class	Rookie
	First Class			
Officer	\$6,103.11	\$5,862.94	\$5,661.82	\$5,271.56
Corporal - Officer	\$6,347.24			
	Flat Rate			
Sergeant	\$6,906.24			
Corporal - Detective	\$6,504.68			

Certified this 24th day of April, 2018 by the Civil Service Commission, City of Shelton, Washington.

Commissioner: _____
John Tarrant

Commissioner: _____
John Wiechert

Commissioner: _____
Marilyn Vogler

**SPD Entry Level Police Officer
April 2018 Eligibility List**

Doc Reqt Sent/Recd	Last Name	First Name	PST Score	w/Vet Pref	Vet Adj	Score Cert Date	Score Valid Thru
4/9/2018 - 4/10	Fioretti	Brett	92.2%	Yes	101.5%	4/8/2018	7/8/2019
4/9/2018 - 4/13	Katzer	Michael	90.4%	Yes	99.4%	4/8/2018	7/8/2019
4/9/2018 - No Resp	Reeder	Cody	89.7%	Yes	98.7%	2/14/2018	5/14/2019
4/9/2018 - No Resp	birkins	wade	86.5%	Yes	95.2%	10/29/2017	1/29/2019
9/27/2017	Smith	Nicholas	86.5%	Yes	95.2%	8/12/2017	11/12/2018
4/9/2018 - No Resp	Herink	Joseph	85.2%	Yes	93.8%	2/24/2018	5/24/2019
4/9/2018 - No Resp	Kim	Daniel	84.1%	Yes	92.5%	3/25/2018	6/25/2019
n/a	Gallardo	Joey	92.4%	No	92.4%	12/17/2017	3/17/2019
4/9/2018 - 4/17	Murphy	Charles	82.6%	Yes	90.9%	3/25/2018	6/25/2019
n/a	Chewning	Cody	90.6%	No	90.6%	10/29/2017	1/29/2019
n/a	Cain	Brett	90.0%	No	90.0%	9/11/2017	12/11/2018
n/a	Decker	Annamaria	89.3%	No	89.3%	2/11/2017	5/11/2018
n/a	Kaschner	Michael	88.8%	No	88.8%	11/21/2017	2/21/2019
4/20/2018	Culbertson	Kyle	80.2%	Yes	88.2%	3/16/2018	6/16/2019
Certified this 24th day of April, 2018, by the Civil Service Commission, City of Shelton, Washington.							
Commissioner John Tarrant							
Commissioner John Wiechert							
Commissioner Marilyn Vogler							

Note: Per Civil Service rule 9.09 "Duration of Certification.
 Certification shall be in effect for thirty (30) days from its date of issuance. The appointing authority must file a report of any appointment from such certification with the Secretary. Upon request, the Secretary may extend such certification for additional 30-day periods. Expiration of eligibility shall not cancel the validity of a certification." If you need to extend the certification time period, please submit a request to Vicki Look, Secretary/Examiner.

Lateral Eligibility List
Police Officer
April 24, 2018

<u>Name</u>	<u>Application Date</u>
Taylor, Timothy	January 12, 2017
Gettle, Mike	August 03, 2017
Cox, Leighton	November 20, 2017
Morine, Jordan	December 2, 2017
DeRoche, Michael	January 5, 2018
Miulli, Michael	April 9, 2018
Arnold, Thomas	April 11, 2018

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Commissioner: _____
John Tarrant

Commissioner: _____
John Wiechert

Commissioner: _____
Marilyn Vogler

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DATE: April 24, 2018
TO: Civil Service Commission
FROM: Secretary/Examiner
SUBJECT: Proposed Assessment Process for Police Dept. Sergeant Position

The Secretary/Examiner and Police Chief present the following proposed assessment process for a Police Sergeant in accordance with Civil Service Rule 7.05 Composition (rule on page 2):

- A. Application and Resume to Chief
- B. Testing Process will include four assessments:
- C. Multi-Agency Oral Board Examination (40-Points)
 - a. 5 members on this oral board: 1 SPD Sergeant, and 4 outside agency Sergeant or above panel members.
- D. Citizen Oral Board Examination (10-Points)
 - a. 4 citizens from the community comprised of a business owner, crime victim advocate, and residents.
- E. Assessment Scenario (25-Points)
 - a. Applicants will be placed into a Supervisor role, where an employee needs to be counseled regarding work performance. The applicant will:
 - i. *identify the problem* (Root Cause), and,
 - ii. establish a *plan* (Performance Improvement Plan) to get the employee in *compliance with policies and procedures*.
 - b. An example could be an employee abusing sick time, poor reports, late for work, etc.
 - c. This will be graded by the multi-agency oral board members.
- F. Written Documentation Report from Assessment Scenario (25-Points)
 - a. Applicants will properly document the assessment scenario in a memorandum, outlying:
 - i. what was discussed, problem(s) identified,
 - ii. resolution(s) discovered, and
 - iii. a conclusion
 - iv. with a follow up plan
 - b. This will be graded on content, grammar, spelling, format, etc.
- G. Scores from all four assessments will be compiled for the final score and ranking.
- H. Civil Service Commission to certify list of applicants determined by the final ranking.
- I. Police Chief Moody to interview top five and choose the successful candidate.



Civil Service Commission
April 24, 2018
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“7.05 COMPOSITION.

The Commission shall determine, by objective standards, the appropriate examination for a class and the tests, or combination of tests or relative weights to be assigned. Where the examination consist of two or more parts, the Secretary/Examiner may set a minimum score to be required in any part of such examination, and any applicant who fails to attain such minimum score shall be considered as having failed the entire exam and shall not be entitled to take the balance of the exam. The minimum score required and the part of the exam to which it is applicable shall be stated in the official bulletin or announced at the time of the examination. Examinations shall consist of one or a combination of the following:

- A. A written test.
- B. An oral test.
- C. An evaluation of experience and training.
- D. A physical performance test.
- E. A promotional evaluation.”