



CITY OF SHELTON  
Civil Service Meeting  
January 17, 2019 – 9:30 a.m.  
Civic Center Downstairs Meeting Room

**Agenda**

- A. Call to Order
- B. Staff Request
  - 1. Approval of November 16, 2018 meeting minutes

Staff requests Commission to:

- 1. Certify 2019 Salary Schedule
- 2. Approve recruitment for CSO:
  - Approve updated Code Enforcement/Community Service Officer (CSO) Job Description
  - Testing Process as approved on April 3, 2017
  - Approve SPD clerk to proctor CSO testing on behalf of HR for this testing examination only.
- 3. Approve Lateral List
- 4. Approve Entry Level List
- C. General Discussion:
  - 1. Commission Vacancy
  - 2. Secretary/Examiner is reviewing Shelton Civil Service Rules for updates and to align with new form of Government, etc.
  - 3. Open Topic
  - 4. Next Meeting Scheduled for May 16, 2019
- D. Public Comment
- E. Adjourn

Distribution: Civil Service Commissioners, Mari Herold, Pam Ward, Mike Fiola, Darrin Moody, SPD Union, Media



## CITY OF SHELTON

Civil Service Meeting Minutes  
November 16, 2018 - 9:30 AM  
Shelton Civic Center – Meeting Room

**Present:** Commission Members: Chair, Marilyn Vogler, Commissioner John Tarrant.  
Commissioner John Wiechert was excused.

Commission Secretary/Examiner: Mari Herold

City Staff: Pam Ward, Mike McCarty

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

**Approval of Minutes:** The following minutes were reviewed and approved: *August 16, 2018*

### **Staff Requests:**

1. Commissioner Wiechert notified City staff that he was resigning his commission due to health issues.

*Subject to receiving a letter of resignation, the Commission agreed to accept Commissioner Wiechert's resignation and requested the Secretary/Examiner to post the vacancy and recruit and new commissioner.*

2. Appoint Mari Herold as Secretary/Examiner to the Commission.

*After a brief discussion, a motion was made, and seconded; a vote was taken and the motion passed.*

3. Certify the eligibility list for the position of Lateral Police Officer for the City of Shelton.

*After brief discussion, a motion was made, and seconded; a vote was taken and the motion passed to certify the eligibility list for the position of Lateral Police Officer.*

4. Certify the eligibility list for the position of Entry Level Police Officer for the City of Shelton.

*After brief discussion, a motion was made, and seconded; a vote was taken and the motion passed to certify the eligibility list for the position of Entry Level Police Officer.*

### **Old Business:**

1. The Commission discussed updating the Shelton Civil Service rules to allow the Secretary/Examiner to extend certifications for sixty (60) days instead of thirty (30) days.

*Extending the length of certification will keep an approved list current until the next regularly scheduled Civil Service Commission meeting, thereby ensuring that the Chief always has a current list available and will avoid the necessity of calling a special meeting to certify a new list.*

**9.09 DURATION OF CERTIFICATION.**

Certification shall be in effect for sixty (60) days from its date of issuance. The appointing authority must file a report of any appointment from such certification with the Secretary/Examiner. *Upon request, the Secretary/Examiner may extend such certification for additional ~~30~~- sixty (60) day periods.* Expiration of eligibility shall not cancel the validity of a certification.

*After brief discussion, a motion was made, and seconded; a vote was taken and the motion passed.*

**General Discussion:**

1. Chief Moody reported on upcoming staff retirements, and potential open positions.
2. Mike McCarty, Interim City Manager thanked the Commission for their service and reported on City priorities and goals.

**Public Comment:** There was no public comment.

The meeting was adjourned at 9:57 AM

Submitted by: Mari Herold

APPROVED \_\_\_\_\_ Chair Marilyn Vogler



## Civil Service Salary Ranges 2019

### Office Staff

	Monthly		
	Beginning	Mid	Final
Police Records/Evidence Clerk (2)	\$3,188	\$3,667	\$4,146
Code Enforcement/Community Service Officer	\$3,754	\$4,317	\$4,881

### Sworn Officers

	First Class	Monthly		
		2nd Class	3rd Class	Rookie
Officer	\$6,286.20	\$6,038.83	\$5,831.67	\$5,429.71
Corporal - Officer	\$6,537.66			

	Flat Rate
Sergeant	\$7,113.43
Corporal - Detective	\$6,834.26
Detective	\$6,633.33

Certified this 17th day of January, 2019 by the Civil Service Commission, City of Shelton, Washington.

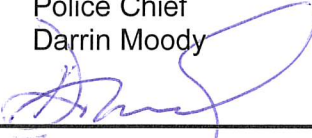
Commissioner: \_\_\_\_\_  
Marilyn Vogler

Commissioner: \_\_\_\_\_  
John Tarrant

Commissioner: \_\_\_\_\_  
Vacant

**CITY OF SHELTON  
POSITION DESCRIPTION**

**JOB TITLE: Code Enforcement/Community Service Officer**

<b>EXEMPT:</b>	No	<b>JOB CODE:</b>	
<b>SALARY LEVEL:</b>	18	<b>DIVISION:</b>	Patrol
<b>REPORTS TO:</b>	Police Chief	<b>DEPT:</b>	Police Dept.
<b>PREPARED BY:</b>	Darrin Moody	<b>DATE:</b>	January 7, 2019
<b>APPROVED BY:</b>		<b>DATE:</b>	<i>January 7, 2019</i>
<b>CIVIL SERVICE COMMISSION APPROVAL:</b>		<b>DATE:</b>	

**SUMMARY:** The Community Service Officer (CSO) position is responsible for the interpretation and enforcement of a variety of City codes pertaining to building, housing, abatement, land use, nuisances and other related ordinances. The CSO also performs a variety of basic non-enforcement tasks such as service of civil process subpoenas, familiarity with property room/evidence system policies and procedures, crime prevention duties, traffic control, crime scene processing evidence collection and for the humane disposal of injured, diseased and unclaimed animals according to all applicable laws. Additional responsibilities include managing the animal shelter office. This is a civil service, non-union position.

**SUPERVISION RECEIVED:**

- Works under the general supervision of the Lieutenant.

**SUPERVISION EXERCISED:**

- None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Code Enforcement**

Initiate inspections pertaining to building, housing, abatement, land use, nuisances, and other related ordinances. Respond to citizen complaints concerning enforcement of codes and facilitate reasonable outcome.

Conduct field investigations of violations, gather evidence, issue notice of violations and prepare written reports. Provide assistance to the City prosecutor as required.

Meet with developers, business owners, landlords, and residents to review violations, explain intent of codes, and gain compliance through various creative means and/or legal action(s). Write letters assisting with, and directing compliance of, specified issues.

**Community Service Officer**

Work is performed independently, but may be reviewed for thoroughness, accuracy and conformance to establish policies and procedures. Incumbent must possess ability to use sound, independent judgment.

Respond to complaints of animal cruelty, animal bites, property damage and stray and injured animals when necessary. Patrol and pick up animals identified as nuisance animals and transport to the animal shelter as requested.

Take crime reports from victims, traffic control, non-emergency crime reports, victim assistance, crime prevention duties, and conduct community meetings.

Complete the required daily reports on all activities.

Clean the office and the animal stalls as required.

Prepare, process, and file items for record management, property room and evidence systems.

Communicate clearly and effectively by phone, radio and in person with people from all racial, ethnic and economic backgrounds.

Testify in court.

Perform crime prevention and other law enforcement duties that do not require a commissioned Police Officer.

Coordinate volunteer scheduling and duties.

The duties listed above are intended only as illustrations of the various types of work that may be assigned. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

**QUALIFICATIONS:** To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent is expected to understand the principles and practices of law enforcement work.

Possess the knowledge of applicable sections of the Washington State Law and Shelton Municipal Code.

Incumbent is expected to quickly and objectively recognize actual and potential problems and determine proper courses of action.

Incumbent is expected to function with considerable independence and have latitude in exercising independent judgment within the framework of existing policies and procedures.

Work is performed under the general supervision of the Lieutenant and is reviewed periodically for adequacy and accuracy of records, reports and functions.

This classification specification reflects the general concept and intent, and the classification should not be construed as a detailed statement of all the work requirements that may be inherent in the position.

**WORK ENVIRONMENT:** Work is generally performed outdoors. Lifting may be required, usually not in excess of 50-75 pounds. May be required to deliver items and operate City vehicles. Physical hazards may occur occasionally when dealing with hostile clients.

Must be at least 18 years of age at time of appointment.

Must be able to pass a background investigation which includes a polygraph exam and/or behavioral assessments.

**EDUCATION AND EXPERIENCE:** High School Graduate or have a GED.

**LANGUAGE SKILLS:** Must have strong communication skills. Must have strong writing skills and ability to articulate information in police report format. Pursuant to RCW 41.14.100, must be a US citizen and be able to read and write the English language. Bi-lingual skills are beneficial but not required.

**MATHEMATICAL SKILLS:** Ability to complete accurate mathematical calculations as required of the position.

**REASONING ABILITY:** Ability to work within established guidelines with little direct supervision. Ability to deal with general public in all types of situations that may arise during daily work activities and have the ability to use a high degree of sound judgment.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Have or have the ability to obtain a valid Washington State Motor Vehicle Operator's License. Must have an acceptable driving record upon hire. Have, or have the ability to obtain a First Aid/CPR card and Breathalyzer Certification.

**OTHER SKILLS and ABILITIES:** Computer and typing skills, calculator, telephone, 2-way radio, knowledge and handling of animals particularly dogs, catch pole, ropes, chalk stick and miscellaneous hand tools.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

\_\_\_\_\_  
EMPLOYEE ACKNOWLEDGEMENT

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED EMPLOYEE NAME



DATE: April 3, 2017

TO: Civil Service Commission

FROM: Secretary/Examiner

SUBJECT: Proposed Assessment Process for the Police Dept.  
Code Enforcement/Community Service Officer Position (CE/CSO)

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

1. Written exercise (Score weighting 50%)  
The candidate will observe a short (3) minute video and then will write a concise observation report. The report should contain what they saw, what possible issues should be addressed, and what initial steps they may take to address the issues. (testing the powers of observation, accuracy, writing skills, possible knowledge of enforcement)
2. Oral Board Panel Interview (Score weighting 50%)  
Panel will consist of three panel members (law enforcement, someone with code enforcement knowledge, outside agency).
3. Civil Service Commission to certify list of applicants determined by the Interview Board.
4. Police Chief Moody to interview up to the top 5 applicants and choose the successful candidate.



“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.”



Lateral Eligibility List  
Police Officer  
January 17, 2019

<u>Name</u>	<u>Application Date</u>
Taylor, Timothy	January 12, 2017
Cox, Leighton	November 20, 2017
Miulli, Michael	April 9, 2018
Arnold, Thomas	April 11, 2018
Meldrum, Joshua	August 16, 2018
Backus, Christopher	August 21, 2018
Uch, Savouth	August 27, 2018

Certified this 17<sup>th</sup> day of January 2019 by the Civil Service Commission, City of Shelton, Washington.

Commissioner: \_\_\_\_\_  
Marilyn Vogler - Chair

Commissioner: \_\_\_\_\_  
John Tarrant – Vice Chair

Commissioner: \_\_\_\_\_  
Vacant

Note: Per Civil Service Rule 9.09 "Duration of Certification. Certification shall be in effect for sixty (60) 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 sixty (60) 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 Mari Herold.

