



CITY OF SHELTON
Civil Service Commission Meeting
April 25, 2019 – 9:30 a.m.
Civic Center Downstairs Meeting Room

Agenda

- A. Call to Order
- B. Staff Request
 - 1. Approve January 17, 2019 Meeting Minutes
 - 2. Approve March 5, 2019 Special Meeting Minutes

Staff requests Commission to:

- 1. Certify the ranked Eligibility Register from the Records/Evidence Clerk examination held on April 5, 2019
 - 2. Approve Lateral List
 - 3. Approve Entry Level List
 - 4. Approve new Record/Evidence Clerk II Job Description
- C. General Discussion:
 - 1. Commission Vacancy
 - 2. Next Meeting Scheduled for August 15, 2019
 - D. Public Comment
 - E. Adjourn

Distribution: Civil Service Commissioners, Mari Herold, Michelle Sutherland, Darrin Moody, Mike Fiola, SPD Union, Media



CITY OF SHELTON

Civil Service Meeting Minutes
January 17, 2019 – 9:30 a.m.
Shelton Civic Center – Meeting Room

Present: Commission Members: Chair, Marilyn Vogler, and Commissioner John Tarrant.
Commissioner #3 position is vacant.

Commission Secretary/Examiner (S/E): Mari Herold

City Staff: Mari Herold, Darrin Moody

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

Approval of Minutes: The following minutes were reviewed: *November 16, 2018.*

Chief Moody noted that the minutes needed to be updated to reflect that Mike Fiola attended the November 16, 2018 meeting; Chief Moody did not attend.

Subject to confirmation of attendance, a motion was made, seconded, a vote was taken, and the motion passed to approve the November 16, 2018 meeting minutes.

Staff Requests:

1. Certify 2019 Salary Schedule

After a brief discussion, a motion was made, and seconded; a vote was taken and the motion passed to certify the 2019 Civil Service Salaries.

2. Approve recruitment for CSO:

- Approve updated Code Enforcement/Community Service Officer (CSO) Job Description

Commissioner Vogler noted that position supervisor title changed and requested to update the job description accordingly.

A motion was made, seconded, a vote was taken, and the motion passed to update the CSO Job Description as amended.

- Testing Process as approved on April 3, 2017

Commission and staff agreed that testing process is valid. No action required.

- Approve SPD clerk to proctor CSO testing on behalf of HR for this testing examination only.

After a brief discussion, a motion was made, and seconded; a vote was taken and the motion passed to approve SPD clerk to proctor CSO testing on behalf of HR for this testing examination only.

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

Chief Moody noted that two (2) lateral applicants were no longer eligible and should be removed from the list.

After brief discussion, a motion was made, and seconded; a vote was taken and the motion passed to certify the eligibility list as amended 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. Commission Vacancy

The commission and staff were saddened by the passing of Commissioner John Weichert.

S/E Herold advised the Commission that announcements are in the Mason County Journal and City social media regarding the vacancy, and soliciting Letters of Interest from citizens interested in acting as a Shelton Civil Service Commissioner.

To date, no letters have been submitted. Staff and Commissioners will reach out to local citizens to generate interest in the position.

General Discussion:

1. S/E Herold advised that in she is reviewing and updating the Shelton Civils Service Rules to ensure compliance with the current form of government, laws, and to clarify language. She will update the commission at the next regularly scheduled meeting.
2. Next Meeting Scheduled for May 16, 2019: Commissioner Tarrant requested the meeting be changed to May 23, 2019. S/E Herold will send an updated meeting request.

Public Comment: There was no public comment.

The meeting was adjourned at 10:13 AM

Submitted by: Mari Herold

APPROVED _____ Chair Marilyn Vogler



CITY OF SHELTON

Civil Service Special Meeting Minutes
March 5, 2019 – 8:30 a.m.
Shelton Civic Center – Meeting Room

Present: Commission Members: Chairperson Marilyn Vogler, and Commissioner John Tarrant. Commissioner #3 position is vacant.

Commission Secretary/Examiner (S/E): Mari Herold

City Staff: Mari Herold, Michelle Sutherland, Darrin Moody

Meeting Called to Order: Commissioner Vogler called the meeting to order at 8:45 AM

Staff Requests:

1. Certify the ranked Eligibility Register from the Code Enforcement/Community Service Officer (CSO) examination held on February 8, 2019

After a brief discussion, a motion was made, and seconded; a vote was taken and the motion passed to certify the Eligibility Register from the Code Enforcement/Community Service Officer (CSO) examination held on February 8, 2019

General Discussion:

1. Chief Moody gave the Commission an overview of the CSO Candidate pool.
2. S/E Herold advised that the City has had no interest/inquiries in the Civil Service Commissioner vacancy.
3. Next Meeting Scheduled for May 23, 2019.

Public Comment: There was no public comment.

The meeting was adjourned at 9:00 AM

Submitted by: Mari Herold

APPROVED _____ Chair Marilyn Vogler

SPD Records/Evidence Clerk April 25, 2019 Ranked Scores						
First Name	Last Name	Typing Test	Filing Assessment	Oral Interview		
Porter	Ashley	65 WPM	10/12	120/135		
Jensen	Kelly	49 WPM	12/12	106/135		
Hartsell	Alysia	49 WPM	12/12	94/135		
Pierce	Penny	42 WPM	12/12	77/135		
Nary	Ashley	41 WPM	12/12	75/135		
Hayne	Jennifer	67 WPM	10/12	71/135		
McGinnis	Kelly	55 WPM	12/12	64/135		
Geeslin	Lisa	38 WPM	10/12	71/135		
Certified this 25th day of April 2019, by the Civil Service Commission, City of Shelton, Washington.						
Commissioner Marilyn Vogler						
Commissioner John Tarrant						
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, Secretary/Examiner.



Lateral Eligibility List
Police Officer
April 25, 2019

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

Certified this 25^h day of April 2019 by the Civil Service Commission, City of Shelton, Washington.

Commissioner: _____
Marilyn Vogler - Chairperson

Commissioner: _____
John Tarrant – Vice Chairperson

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.

**SPD Entry Level Police Officer
April 25, 2019 Eligibility List**

First Name	Last Name	Written	Vet Scoring	Final Score	Score Certified Date	Score Valid Thru	Comments
Thomas	Jernigan	89.00%	Yes	99.00%	12-Apr-19	7/12/2020	New Candidate
Cody	Harris	83.85%	Yes	93.85%	20-Jan-19	4/20/2020	New Candidate
Brandon	Warner	82.25%	Yes	92.25%	18-Mar-19	6/18/2020	New Candidate
Chad	Buggey	81.94%	Yes	91.94%	27-Feb-19	5/27/2020	New Candidate
Bobbie	Russell	81.38%	Yes	91.38%	24-Mar-19	6/24/2020	New Candidate
Nicolas	Henry	81.05%	Yes	91.05%	16-Dec-18	3/16/2020	New Candidate
Barrett	Walhmark	90.56%	No	90.56%	24-Mar-19	6/24/2020	New Candidate
Bradley	Wallace	90.28%	No	90.28%	5-Aug-18	11/5/2019	New Candidate
Kyle	Culbertson	80.21%	Yes	90.21%	16-Mar-18	6/16/2019	On Prior Entry List
Gabe	Padukiewicz	90.14%	No	90.14%	4-Nov-18	2/4/2020	New Candidate
Certified this 25th day of April 2019, by the Civil Service Commission, City of Shelton, Washington.							
Commissioner Marilyn Vogler							
Commissioner John Tarrant							
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, Secretary/Examiner.

**CITY OF SHELTON
POSITION DESCRIPTION**

JOB TITLE: Records/Evidence Clerk II

EXEMPT:	No	JOB CODE:	
SALARY LEVEL:	Per Union Contract	DIVISION:	Police
REPORTS TO:	Police Chief	DEPT:	Records
PREPARED BY:	Mari Herold	DATE:	03-21-19
APPROVED BY:		DATE:	
CIVIL SERVICE COMMISSION APPROVAL:			DATE:

SUMMARY: This position performs senior level records and evidence tasks within the Police Department's Records Division; as well as confidential retention and dissemination of records information and maintaining property and evidence room chain of custody. This is a civil service union position.

SUPERVISION RECEIVED:

- Works under the supervision of the Police Chief or his/her designee.

SUPERVISION EXERCISED:

- None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Greet the public in a prompt, warm and service-oriented manner ensuring that the City's standards for customer contact and telephone protocol are met.

Customer service activities include, but are not limited to: processing of permits such as concealed weapons and gun dealer permits; processing gun transfers, security checks and citizen collision reports; receipt and balancing petty cash receipts and other payments; issuing inter-church vouchers; conducting tours; providing general front counter assistance and telephone call coverage for other Police Department Divisions.

Recordkeeping duties include, but are not limited to: maintaining the Department's case and arrest files pursuant to State and Federal laws; keeping data entry, reports and assigned tasks current and within established time lines; handling found property; disseminating authorized records to other jurisdictions, agencies and the public as required; establishing retention procedures based on current Washington State requirements.

Evidence duties include: maintaining all property in the Evidence Locker Room to include processing, recording, securing, storing and preserving the chain of custody until final disposition of the property; responding to subpoenas for court testimony; maintaining confidentiality.

Gather, process, and maintain statistical data and other department records in support of daily, monthly, and annual reports, audits, and budgeting purposes. Research and develop data in support of departmental needs, and compile comprehensive statistical reports and supporting documentation for a variety of programs and special projects within the Department.

Maintain inventory of Department supplies and orders supplies as needed.

Maintain City website page(s) for Department.

Review expense invoices/statements and incoming revenue for accuracy and correct BARS coding.

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

EDUCATION AND EXPERIENCE:

High School Graduate or have a GED. Must have at least five (5) years' experience with customer relations, records management, and evidence handling; or an equivalent combination of experience, education, and training that would provide the level of knowledge and ability required for the position. Advanced education/experience in office or administrative support functions and graduation from a two or four year institution with study in business or public administration preferred.

COMMUNICATIONS SKILLS:

Must have strong skills in communicating and presenting a positive, professional image of City services. Ability to communicate effectively with the public, using tact and discretion, in responding to questions, comments and complaints from citizens in a calm, professional manner. Ability to follow written and verbal instructions, and to write clear and accurate reports.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts with error free accuracy.

REASONING ABILITY:

Ability to work within established guidelines with little direct supervision. Ability to deal with general public in all types of situations arising during daily work activities, and ability to use a high degree of sound judgment. Ability to understand and carry out oral and written instructions. Ability to research and locate records through the use of the computer system. Ability to meet deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS:

Have, or have the ability to obtain, a valid Washington State Motor Vehicle Operator's License. Have ACCESS Level 2 certification and Terminal Agency Coordinator (TAC) certification.

OTHER SKILLS and ABILITIES:

Proficient with Microsoft Office Suite, data entry, filing, and record keeping. The ability to type 40 WPM with accuracy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, stand, stoop, or sit at a desk. The employee must occasionally exert or lift up to 25 pounds. Successful performance requires specific vision abilities that include close vision.

WORK ENVIRONMENT: The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this job. Work is typically performed in an office environment.

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