



CITY OF SHELTON
Civil Service Commission Meeting
August 15, 2019 – 9:30 a.m.
Civic Center Downstairs Meeting Room

Agenda

- A. Call to Order
- B. Staff Request
 - 1. Approve April 25, 2019 Meeting Minutes

Staff requests Commission to:

- 1. Certify the ranked Eligibility Register from the Records/Evidence Clerk examination held on August 12, 2019
 - 2. Approve Lateral Eligibility List
 - 3. Approve Entry Level Eligibility List
- C. General Discussion:
 - 1. Commission Vacancy
 - 2. Civil Service Conference, Sep 9-10, 2019
 - 3. Next Meeting scheduled for November 21, 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
April 25, 2019 – 9:30 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: Meegan Crossan, Darrin Moody

Meeting Called to Order: Commissioner Vogler called the meeting to order at 9:27 AM

Staff Requests:

1. Certify the ranked Eligibility Register from the Records/Evidence Clerk examination held on April 5, 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 Records/Evidence Clerk examination held on April 5, 2019

2. Approve Lateral List

After a brief discussion, a motion was made, and seconded; a vote was taken and the motion passed to approve the current Lateral List

3. Approve Entry Level List

After a brief discussion, a motion was made, and seconded; a vote was taken and the motion passed to approve the current Entry Level List

4. Approve new Record/Evidence Clerk II Job Description

After a brief discussion, a motion was made, and seconded; a vote was taken and the motion passed to approve the Record/Evidence Clerk position, PROVIDED, that we add bilingual preferred language to this job description, and all Civil Service job descriptions going forward.

General Discussion:

1. Chief Moody gave the Commission an overview of the Records/Evidence Clerk 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 August 15, 2019.

Public Comment: There was no public comment.

The meeting was adjourned at 9:55 AM

Submitted by: Mari Herold

APPROVED _____ Chair Marilyn Vogler

SPD Records/Evidence Clerk Aug 15, 2019 Ranked Scores					
First Name	Last Name	Typing Test	Oral Interview		
Shannon	McMillan	74 WPM	104.5/135		
Heilman	Brittany	42 WPM	93/135		
Sami	Williams	28 WPM	92.5/135		
Samantha	Gano	36 WPM	84/135		
Obermire	Mark	22 WPM	70/135		
Certified this 15th day of August 2019, by the Civil Service Commission, City of Shelton, Washington.					
Commissioner Marilyn Vogler			<p>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,</p>		
Commissioner John Tarrant					
Commissioner Vacant					



Lateral Eligibility List
Police Officer
August 15, 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 15^h day of August 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.

