

D R A F T
CITY OF SHELTON
Civil Service Meeting
April 28, 2016 – 9:30 a.m.
Shelton Civic Center – Meeting Room

Present:

Commission Members: Commissioner John Tarrant, Commissioner John Wiechert, Commissioner Scott Hilburn was excused

Commission Secretary/Examiner: Vicki Look

City Staff: Police Chief Darrin Moody, Wendy Thompson

Meeting Called to Order:

Commissioner Tarrant called the meeting to order at 9:30 a.m.

Approval of Minutes:

Minutes from the January 21, 2016 meeting were reviewed and approved with the addition of the added agenda item, "Election of 2016 Officers".

Commissioner Wiechert moved to approve the minutes of January 21, 2016 with the addition of the agenda item "Election of 2016 Officers"; Commissioner Tarrant seconded the motion. A vote was taken and the motion passed.

Secretary/Examiner (S/E) Request:

1. Secretary/Examiner Look requested the Commission review and certify the Civil Service salary ranges for 2016, noting that there was no change in any salary from the 2015 schedule. This is due to contract negotiations currently in progress and not settled. The Commission reviewed the salary ranges for 2016 and agreed to certify.

Commissioner Wiechert moved to certify the 2016 salary range list; Commissioner Tarrant seconded the motion. A vote was taken and the motion passed.

2. Removal of two positions from Civil Service (Lieutenant, Confidential Administrative Assistant to Police Chief) SE Look explained that per RCW 41.12.050(b) the City may exempt from Civil Service a specific number of positions based on the size of the department personnel. Chief Moody gave his official notification of removal of the position of Lieutenant and the Confidential Administrative Assistant to the Police Chief.

Commissioner Tarrant moved to approve the removal of the Lieutenant and Confidential Administrative Assistant to Police Chief positions from Civil Service; Commissioner Wiechert seconded the motion. A vote was taken and the motion passed.

3. Commission request for discussion on applicant scores and testing – There was discussion around having testing here at the City in addition to the PST which would include an interview process of both an oral interview and written assessment – No action was taken on this item.

Administrative Reports - None

Public Comment:

There was no public comment.

Next Meeting Scheduled:

The next quarterly meeting was tentatively scheduled for May of 2016 unless other business requiring commission action is identified before that date.

As there was no additional business, the meeting adjourned at 9:53 a.m.

Submitted by: Vicki Look, Secretary/Examiner APPROVED _____ Chair

D R A F T
CITY OF SHELTON
Civil Service Meeting
June 2, 2016 10:00 a.m.
Shelton Civic Center – Meeting Room

Present:

Commission Members: Commissioner John Tarrant, Commissioner John Wiechert, Commissioner Scott Hilburn

Commission Secretary/Examiner: Wendy Thompson

City Staff: Police Chief Darrin Moody

Meeting Called to Order:

Commissioner Tarrant called the meeting to order at 10:00 a.m.

Staff Request:

1. A request was made to appoint Wendy Thompson as the Civil Service Secretary/Examiner; the vacancy was created when City Clerk Look retired in May 2016.

Commissioner Wiechert moved to appoint Wendy Thompson as Civil Service Secretary/Examiner, Commissioner Hilburn seconded the motion. A vote was taken and the motion passed.

2. Certification of Civil Service Testing List - SE Thompson explained that a Civil Service Assessment was held on May 26, 2016. A total of five applicants participated in the testing process which included a written and oral exam in addition to the Public Safety Testing exam score. The scores were weighted per the approved percentage, 35 percent for the written exam, 35 percent for the Public Safety Testing exam score and 30 percent for the oral exercise score. The final list was presented to the Commission for certification.

Commissioner Wiechert moved to certify the Civil Service testing list as of May 26, 2016, Commissioner Hilburn seconded the motion. A vote was taken and the motion passed.

Administrative Reports: None.

Public Comment:

There was no public comment.

Next Meeting Scheduled:

There was no discussion about the next meeting.

As there was no additional business, the meeting adjourned at 10:12 a.m.

Submitted by: Vicki Look, Secretary/Examiner APPROVED _____ Chair

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CITY OF SHELTON
Civil Service Special Meeting
October 19, 2016 – 9:30 a.m.
Shelton Civic Center – Meeting Room

Present:

Commission Members: Commissioner John Tarrant, Commissioner John Wiechert,

Absent: Commissioner Scott Hilburn

Commission Secretary/Examiner: Vicki Look

City Staff: Police Chief Darrin Moody, Dolly Baker

Meeting Called to Order:

Commissioner Tarrant called the meeting to order at 9:32 a.m.

Amendment to the Agenda: Agenda was amended to remove the approval of minutes from April 28 and June 2, 2016 meetings. They will be placed on the next agenda.

Re-appointment of Secretary/Examiner: Request was made to re-appoint Vicki Look as the Commission Secretary/Examiner.

Commission Wiechert moved to approve the re-appointment of Vicki Look as the Commission Secretary/Examiner; Commission Tarrant seconded the motion. A vote was taken and the motion passed.

Secretary/Examiner (S/E) Request:

1. Secretary/Examiner Look requested the Commission review and certify the Civil Service Job Description for Police Department Records/Evidence Clerk.

There was a brief discussion and review of the changes made to the Records/Evidence Clerk job description. Chief Moody explained that there would be a vacancy sometime in 2017 and that he would like the testing/hiring process to begin now.

Commissioner Wiechert moved to adopt the Records/Evidence Clerk job description as revised; Commissioner Tarrant seconded the motion. A vote was taken and the motion passed.

2. Proposed Testing process for the Records/Evidence Clerk

SE Look presented the Commission with a memo (attached) outlining the proposed testing and hiring process for the Records/Evidence Clerk. Chief Moody will make suggestions as to who will serve on the Oral Board Panel (minimum of 3). S/E Look stated that the position ad will be posted for the Customer Service Union members for a period of three (3) days, and then it will be posted internally for all City employees simultaneously with the media. S/E Look suggested that she will determine the top candidates from applications received who meet the minimum requirements of the position and they will be invited to take a certified typing test. The Oral Board will then interview and rank the candidates that successfully pass the typing test. The Civil Service Commission will be asked to certify the top five register of candidates determined by the Oral Board Panel and S/E Look will present that list of to the Police Chief for final interviews.

Commissioner Wiechert moved to approve the proposed testing process for the Records/Evidence Clerk position; Commissioner Tarrant seconded the motion. A vote was taken and the motion passed.

General Discussion:

Position Changes and internal assessment process with the Police Department slated for early January 2017 – Chief Moody stated that with the Lieutenant position vacant and an upcoming Detective retirement in 2017, he would like to make some department structural changes in 2017 that will also create around the clock supervision within the department.

- Three (3) Sergeants down to two (2) – they will be on swing shifts
- One Lieutenant
- Three (3) Detectives down to two (2)

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- Create Corporal position(s)
 - There will be a testing/assessment process created and brought before the CS Commission for review and certification at the next meeting.

Chief Moody shared that one of the recent certified applicants for the position of Entry Level Police Officer was attending the Police Academy and doing very well. The other certified applicant will attend in mid-December.

Public Comment:

There was no public comment.

Next Meeting Scheduled:

The next quarterly meeting was tentatively scheduled for the week of November 28, 2016 unless other business requiring commission action is identified before that date.

As there was no additional business, the meeting adjourned at 10:20 a.m.

Submitted by: Vicki Look, Secretary/Examiner APPROVED _____Chair