

**EDMONDS CIVIL SERVICE COMMISSION  
MINUTES  
CIVIL SERVICE COMMISSION MEETING**

**Regularly Called Meeting**

January 3, 2018

Commissioners present:       Chair Mike Fields  
  Commissioner Chris Fleck

Others present:               Professional Standards Sergeant Josh McClure  
  Secretary & Chief Examiner Mary Ann Hardie

**CALL TO ORDER**

Chair Mike Fields called the meeting to order at 7:00 pm. Commissioner Norm Davis was unable to attend the meeting.

**MINUTES:**

Chair Mike Fields stated that since Commissioner Davis was unable to attend the meeting (as both he and Commissioner Davis were the only two commissioners in attendance at the November 2018 meeting), that the meeting minutes would be deferred for approval to the February 2018 regularly scheduled meeting.

**CORRESPONDENCE**

The commission reviewed the notice stating that Senior Animal Control/Ordinance Enforcement Officer Tabatha Shoemake had successfully completed her probationary period effective 10/16/17. The commission extended congratulations to Senior Animal Control/Ordinance Enforcement Officer Shoemake on the successful completion of her probationary period.

**POLICE BUSINESS**

**Review and Approval of the Police Services Eligibility List**

Sergeant Josh McClure explained that there was a need to establish an eligibility list for this position (as it has a non-continuous testing process under the Civil Service Rules). He explained that of the 140+ applicants who had applied and met the minimum qualifications, 32 of these applicants had been invited in for a skills assessment (typing test, Word and Excel). From that group, 13 of those applicants had a passing score and were invited in for an oral board interview. From that process, there are now 3 candidates in background and they will be coming in for a command staff interview (with the Police and Assistant Police Chiefs).

Commissioner Chris Fleck asked what kind of work a police services assistant performs. Sergeant McClure explained that they are the first faces you see when you walk into the front door of the police department and that they take calls from the public and that every police report is processed by them. He explained that this is not a new position, but filling for a resignation. There was further discussion that followed by the Commission.

**Commissioner Fleck made a motion to approve the Police Services Eligibility List dated 1/3/18. Chair Fields seconded the motion. The motion carried.**

**Lateral Level Police Officer Eligibility List**

Sergeant McClure stated that there had been a lot of interest expressed in these positions, but that potential applicants did not always follow through and take the test (through Public Safety Testing). There was some short discussion that followed by the commission about interest from out of state applicants. Sergeant McClure explained that there are 4 current police officer vacancies that there are 2 entry level police officer candidates in the background process, with 3 being interviewed (command staff interviews) next week.

Commissioner Fleck made a motion to approve the Lateral Level Police Officer Eligibility List dated 1/3/18. Chair Fields seconded the motion. The motion carried.

Sergeant McClure stated that there would be a need for a February 2018 regularly scheduled meeting.

Other

Civil Service Secretary & Chief Examiner Mary Ann Hardie stated that there was a Corporal and also a Sergeant Assessment Center coming up (at the end of January and beginning of February 2018) and that there would be resulting eligibility lists for both of these positions at the February 2018 regularly scheduled Civil Service meeting.

Chair Fields adjourned the meeting at 7:25 pm.

**NEW BUSINESS**

None.

  
\_\_\_\_\_  
Chair Mike Fields 2/9/18  
Date

  
\_\_\_\_\_  
Mary Ann Hardie, Secretary and Chief Examiner 2.13.18  
Date