

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

Regularly Called Meeting

March 7, 2018

Commissioners present: Chair Mike Fields
 Chris Fleck

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

CALL TO ORDER

Chair Mike Fields called the meeting to order at 6:57 pm. Commissioner Norm Davis was unable to attend the meeting.

MINUTES:

Commissioner Chris Fleck made a motion to approve the 2/7/18 meeting minutes. Chair Fields seconded the motion. The motion carried.

CORRESPONDENCE

None

POLICE BUSINESS

Review and approval of the Part-Time, Administrative Assistant Eligibility List

Sergeant Josh McClure explained that there were- five candidates on the list before the Commission for approval (from the over 30 applicants that were invited to participate in the process, starting with the completion of an online skills (Word, Excel, and typing) assessment). Sergeant McClure further explained that Kelly Raftis had successfully completed her background and that the recommendation would be for her to start in the position on 4/1/18. She is working at King County. Chair Fields inquired as to the duties of the part-time, administrative assistant position. Sergeant McClure stated that this position performs payroll entry, purchasing (equipment and supplies), entering payables, and inventorying. The inventory is subject to audit. Chair Fields further inquired as to where this was a benefits eligible position. Sergeant McClure affirmed that there were pro-rated benefits for this position [based on the .50 full-time employee status].

There was further discussion that followed by the Commission. Commissioner Fleck made a motion to approve the Part-Time, Administrative Assistant Eligibility list dated 3/7/18. Chair Fields seconded the motion. The motion carried.

Review and approval of the Police Services Assistant (PSA) Eligibility List

Sergeant McClure explained that candidate Tammy Domino has been hired and that the next list will reflect the removal of her name from the list for this reason. Chair Fields inquired as to how long this eligibility list is good for. Sergeant McClure stated that it is good for one year. Furthermore, as Kelly Raftis was also on the PSA list and will likely be hired as the part-time, administrative assistant, her name will likely be removed from this list as well. **It was clarified that as there is a current list, there is no need to certify this list at this time.**

Review and approval of the Entry Level, Police Officer Eligibility List

Sergeant McClure explained that there have been several changes to the list as he had sent out communication to the candidates on the list to see if were still interested in [police officer] employment with the City. He updated the list as a result. Furthermore, in April 2018, it is anticipated that there will be another oral board's process, which will result in another eligibility list for Commission certification. Commissioner Fields inquired as to whether the department anticipated any

vacancies to be filled from the list. Sergeant McClure explained that there have been two announced retirements and potentially 3-5 additional retirements this year, so there are additional vacancies anticipated.

Commissioner Fleck made a motion to approve the Entry Level Police Officer Eligibility List dated 3/7/18. Commissioner Fields seconded the motion. The motion carried.

Review and approval of the Lateral Level Police Officer Eligibility List

Sergeant McClure explained that a candidate has been hired from the current list last Thursday. It was clarified that there was not a need to certify the list.

Review and approval of the Police Corporal and Police Sergeant Eligibility Lists

Chief Al Compaan explained that there was a promotional posting for both the Police Corporal and Police Sergeant positions posted on 10/30/17, which included instructions on the required application materials to submit to the Civil Service Secretary & Chief Examiner. He further explained that Public Safety Testing assisted with coordinating these assessment centers and that there were two candidates who tested for Corporal and six for Sergeant.

The assessment center dates were: 1) 1/23 – Corporal, and 2) 2/6 – Sergeant. The all-day assessment centers included a variety of exercises (such as in baskets, etc.) that resulted in a score that was totaled, to also include an added 10% for performance evaluations.

Commissioner Fleck inquired as to which candidates on the Sergeant list were also Corporals currently. Chief Compaan responded that both Corporal H. Ken Crystal and Corporal Damian Smith were the two that participated. Commissioner Fleck further inquired as to whether these Corporals received a more favorable view for being a Corporal first before being a Sergeant [instead of being a Police Officer candidate testing for Sergeant]. Chief Compaan explained that it did not, however, it may have helped them with experience, but the Sergeant position performs supervisory work (although when the Sergeant is not here, the Corporal runs the shift) So in that regard, a Corporal (that has filled in for a Sergeant) has a certain advantage in working out of class as a Sergeant. Chair Fields inquired as to whether or not there was a difference in the base pay with Corporal. Chief Compaan confirmed that there were two additional steps for the Corporal position.

There was further discussion that followed by the Board. Chair Fields inquired as to whether or not there was an allocation of percentages of the performance evaluation [used on the assessment center scoring process] specified in the collective bargaining agreement. Chief Compaan clarified that it was not in the collective bargaining agreement but has been a department practice and it is a scoring criteria option in the civil service rules.

Commissioner Fleck made a motion to approve the Police Corporal and Police Sergeant Eligibility Lists dated 3/7/18. Chair Fields seconded the motion. The motion carried.

NEW BUSINESS

None.

Chair Fields adjourned the meeting at 7:18 pm.



Chair Mike Fields


Date

Mary Ann Hardie, Secretary and Chief Examiner


Date