

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

**Regularly Called Meeting**

November 2, 2016

Commissioners present:       Chair H. Scott McEwen  
  Mike Fields  
  Norm Davis

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

**CALL TO ORDER**

Chair H. Scott McEwen called the meeting to order at 7:00 pm.

**MINUTES:**

**Commissioner Mike Fields made a motion to approve the meeting minutes of August 17, 2016. Commissioner Davis seconded the motion. The motion carried.**

**CORRESPONDENCE**

Sergeant Josh McClure advised that former Animal Control Officer/Ordinance Enforcement Officer Tabatha Shoemake had been promoted to Senior Animal Control/Ordinance Enforcement Officer effective 10/16/16. Sergeant McClure explained to the Board that there were oral boards for this Civil Service position in the summer of 2016. There were four candidates on the original eligibility list. From that list of four candidates, one of the candidates on the list moved, one was moved into the background stage (but disqualified), one was unresponsive [to continue on to a Chief's interview] and there was a need to recertify a new list with the one remaining candidate. Following an internal issue regarding Ms. Shoemake pending resolution [which was subsequently resolved], and after a second Chief's interview, the decision was made to promote Ms. Shoemake to the Senior Animal Control Officer position effective 10/16/16.

Chair McEwen inquired as to whether or not there were just two positions [in this job family]; Senior Animal Control/Ordinance Enforcement Officer and Animal Control/Ordinance Enforcement Officer. Sergeant McClure confirmed this was correct. Commissioner Fields inquired as to whether the [Police] Chief had the discretion to appoint from any of the candidates on the eligibility list for the Senior Animal Control/Ordinance Enforcement Officer position. Sergeant McClure confirmed that the Chief uses the rule of three as allowed under the Civil Service rules and regulations. Commissioner Fields inquired as to the type of commission that this position had. Sergeant McClure responded that this position had a limited commission involving parking infractions and criminal investigations [regarding code infractions specific to animals/parking issues].

The Commission extended congratulations to Ms. Shoemake on her promotion.

**POLICE BUSINESS**

Review and Approval of the Entry Level Police Officer Eligibility List

Review and Approval of the Lateral Level Police Officer Eligibility List

Sergeant McClure explained that there were oral boards held on 10/18 and 10/19/16 for the Entry Level Police Officer Eligibility List and that there are 3 candidates from the list that are in the next stage of the selection process: 1) Saunders – polygraph, 2) Bergman- command staff interview, and 3) Bay- command staff interview. Sergeant McClure further explained that other candidates on the list had withdrawn from the process or had been passed over from further consideration based on information provided in their personal history statement and/or the oral board interview. There is currently no police officer positions open in the department. There is a budget request for an additional officer in 2017 and it would be ideal [for the department staffing levels] to appoint the officer to the position on January 1 or January 16, 2017.

Commissioner Fields inquired as to whether there were items that resulted in immediate disqualification for the candidates during the oral boards and how the candidates were selected from the list. Sergeant McClure affirmed this and provided examples of such disqualifiers. He further explained that depending on the oral board and PST (Public Safety Testing) scores, a candidate may be in the top ten on the eligibility list of twenty, but that a candidate may not be selected to move forward based on their oral board interview. Sergeant McClure stated that he compares the disqualifier responses and the notes from the other interview panel members about the candidate's oral board interview, including their overall suitability for the position and their professional presentation.

Chair McEwen inquired as to what percentage of veteran's preference the candidates on the list (who had veteran's preference received); five percent or ten percent. Sergeant McClure stated that, in his experience in the position, he has only come across perhaps one candidate who has had a five percent veteran's preference status; most candidates who are veterans have a 10 percent status eligibility for this based on the specific conflict they were involved in per the veteran's preference criteria, etc..

Review and Approval of the Lateral Level Police Officer Eligibility List

Sergeant McClure further explained that there was one candidate on the Lateral Level Police Officer Eligibility List but that the individual would not be moved forward to the next step in the selection process. The candidate has not been disqualified on the list.

Chair McEwen inquired as to whether or not the City still allowed for ride-alongs for civilians. Sergeant McClure affirmed this and explained that, with candidates, in consideration of scheduling impacts on patrol, he will arrange for candidates who are selected for oral board interviews to have a ride along at that time.

**Commissioner Fields made a motion to approve the Entry Level Police Officer and Lateral Level Police Officer Eligibility List(s). Commissioner Davis seconded the motion. The motion carried.**

NEW BUSINESS

None.

OTHER

The Commission extended congratulations to Ms. Hardie on her appointment as the City's Human Resources Director on 9/27/16.

The meeting adjourned at 7:36 p.m.

  
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H. Scott McEwen, Chair

  
Date

  
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Mary Ann Hardie, Secretary and Chief Examiner

  
Date