

**CITY OF PORT TOWNSEND
CIVIL SERVICE COMMISSION
MEETING AGENDA**

August 9, 2017

3:00 p.m.

City Hall Conference Room 2

- I. Call to Order
- II. Action Item: Approval of Minutes June 14, 2017
- III. Action Item: Certify Hiring Eligibility List – Lateral Level Police Officer
Certify Hiring Eligibility List – Entry Level Police Officer
- IV. Update: Police Department Hiring Status
- V. Information: Civil Service Rules – Section 4 (3). General Requirements for Filing Applications. Appointing Authority's Recommendation Regarding Minimum Age for a Law Enforcement Officer Applicant
- VI. Information: Civil Service Commission Appointments Status

CIVIL SERVICE COMMISSION (3)		
Pos.	Name	Exp.
1	Gail Ryan	12/31/19
2	Jewel Atwell	12/31/19
3	Ronald Kosec	12/31/17

- VII. Next meeting: To be determined
- VII. Adjourn

DRAFT Civil Service Commission Minutes

Date: June 14, 2017 Time: 3:15 p.m. Location: City Hall - Conference Room 2

Members Present: Gail Ryan, Jewell Atwell Cline Ron Kosec - excused
 Staff Present: Chief Examiner Robin Hake, Deputy Chief Examiner Kelly Wheeler, Chief of Police Michael Evans

Topic	Recommendation/Action
Call to order:	The meeting was called to order at 3:15 p.m.
Approval of minutes	Motion to approve minutes of March 1, 2017 passed unanimously.
Action Item: Certify Hiring Eligibility List – Entry Level Police Officer Certify Hiring Eligibility List – Lateral Level Police Officer	Deputy Chief Examiner Wheeler reported that Oral Board interviews were conducted on June 9 with five Entry Level and three Lateral Level candidates. Scoring and ranking was integrated with candidates remaining on the Entry Level List, and a new Lateral List was created since no Lateral candidates were on a current list. Motion passed unanimously to approve and certify the Entry Level Hiring Eligibility List. Motion passed unanimously to approve and certify the Lateral Level Hiring Eligibility List.
Action Item: Approve Provisional Appointment for Seasonal Parking Enforcement Officer to work July – October	Chief Evans presented a memo requesting the appointment of a seasonal Parking Enforcement Officer to provide duties through October. The Civil Service Rules currently include this position in the Support Services classification. There is not currently a hiring eligibility list for this position and a provisional appointment is allowed by Civil Service Rules. Chief Examiner Hake reported on the salary range for this non-benefitted position. She stated that the City Attorney and Union representative have reviewed the proposal. The proposal is to utilize former Police Department employee Wendy Davis for the provisional appointment. Motion passed unanimously to approve the provisional appointment of Wendy Davis for Seasonal Parking Enforcement Officer to work July – October .
Update: Police Department Hiring Status	Chief Evans reported that two Patrol Officer vacancies remain in the Department, 1 officer graduates from the Academy June 28 and another officer begins the Academy in July. He intends to initiate the background process on all three candidates on the Lateral Level Hiring Eligibility List.
Next Meeting	To be scheduled as appropriate
Meeting Adjourned	The meeting was adjourned at 3:35 p.m.