

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

November 9, 2016

3:30 p.m.

City Hall Conference Room 2

- I. Call to Order
- II. Action Item: Approval of Minutes: October 12, 2016
- III. Action Item: Rule 4 Classification, Section 2 Classification Schedule: Approve classification of new position to Support Services: Executive Assistant to Chief of Police
- IV. Action Item: Rule 4 Classification, Section 8. Maintenance of Classification Schedule/ Job Description: Review amended Police Clerk job description and affirm classification in Support Services
- V. Action Item: Approve Changes to Civil Service Commission Rules:
 - Rule 8 Duration of Lists, Section 2 (1) Reduce duration of hiring eligibility list from 24 months to 6 months; allow extension of list for additional six months by Civil Service Commission
 - Rule 6 Examinations, Section 12. Time Interval. Allowing candidates to re-test six months after the results of their examination are posted.
 - Rule 8 Duration of Lists, Section 3 (1) Add (o) Removal authorized for non-selection after being certified on a hiring list and interviewed by the Appointing Authority two times.
- VI. Discuss Proposed Changes to Civil Service Commission Rules regarding Lateral Police Officer testing process.
- VII. Entry Level Oral Board Exam Scheduled for December 1 and 2, 2016
- VIII. Next meeting: December 7
- VII. Adjourn