



AGENDA

EPHRATA CIVIL SERVICE COMMISSION

Monday, March 16, 2020 at 8:15 a.m.

Ephrata City Hall, 121 Alder Street SW
Ephrata, WA 98823
(509) 754-4601 Ext 120

Civil Service Members: Joe Varick
 Alan Key
 Rusty Romig

1. Call Meeting to Order at 8:15 a.m.
2. Additions/Deletions to the Agenda
3. Approve Minutes of the January 20, 2020 meeting
4. Correspondence: None at this time
5. Current Business:
 - a. Application update for vacant Police Records Manager position
 - b. Update on new Officer's training



CIVIL SERVICE MINUTES

January 20, 2020

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on January 20, 2020. The meeting was called to order at 8:15 a.m. by Chairman Joe Varick.

Members Present: Chairman Joe Varick, Commission Members Alan Key and Rusty Romig

Staff Present: Police Chief Mike Warren, Police Captain Erik Koch and City Clerk/Chief Examiner Leslie Trachsler.

Additions/Deletion to Agenda: None

Approve Minutes: Motion to approve minutes of the November 18, 2019 meeting. (m/s Rusty/Joe) Motion carried.

Correspondence: None at this time

Current Business:

- a. Election of Chairperson: Commissioner Varick opened the floor for nominations for Chairperson. Key nominated Rusty Romig. There being no other nominations, Romig was confirmed as the new Chairperson.
- b. Update on recent Police Officer appointments: Board was advised that the offer of appointment to Davis Stocking was rescinded due to a failure to pass the background review process. Administration then made an offer of appointment to Jessica Aponte. Jessica's first day on the job is today.
- c. Update on Personnel changes: Board was advised that with the resignation of Wes Crago as City Administrator, Mayor Reim has appointed Police Chief Michael Warren as the new City Administrator. Police Captain Erik Koch has been appointed as the Interim Police Chief. As of January 1, Todd Huffman assumed his new role as Sergeant and Officer Troy Froewiss moved to the Detective Sergeant position. The new officers are on track for Basic Law Enforcement Academy; Cynthia is at the academy, Zach is on the reserve list for February and Jessica in March or April.

The next meeting is scheduled for February 17, 2019.

There being no further business, motion to adjourn meeting at 8:23 a.m. (m/s Romig/Varick) Motion carried.

Rusty Romig, Chairman

ATTEST:

Leslie Trachsler, City Clerk/Chief Examiner



Ephrata Police Department

121 Alder Street S.W. • Ephrata, WA 98823 • Tel:(509) 754-2491 • Fax: (509) 754-1294

Erik Koch
Interim
CHIEF of POLICE

INTERNAL POSITION ANNOUNCEMENT

Police Office Records Manager

40 HOURS/WEEK

Salary: \$56,904 plus benefits.

CLASSIFICATION ELEMENTS:

This position is primarily responsible for the development and maintenance of the policies and procedures for identifying, organizing, storing, retrieving, disclosing and disposing of the Ephrata Police Department's (EPD) physical and electronic records. The ability to creatively resolve complex issues successfully, effectively communicate, and engender positive interaction with staff and public is critical to this position. The ability to maintain a positive attitude under stressful situations and take direction from supervisors is imperative for this position. The duties listed below are intended for illustration. The omission of any assignment does not exclude it from the position.

MINIMUM QUALIFICATIONS:

- High School diploma or GED
- Washington State Driver's License
- Minimum of 21 years of age
- Ability to pass background check; pre-employment and on-going drug screening; Polygraph and Psychological Evaluation.

SKILLS AND ABILITIES:

- The Records Section staff represent not only the Ephrata Police Department but also the City of Ephrata's municipal staff. The highest standards of honesty, confidentiality, and good character are expected as we serve the citizens of Ephrata.
- Considerable knowledge of modern office practices, procedures, equipment, computers, software applications and ability to follow established office procedures.
- Requires knowledge of the field assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as listed in the job description.
- Ability to understand and effectively carry out both oral and written instructions; ability to communicate effectively orally and in writing, to answer telephone, greet public and provide information within scope and authority.
- Must demonstrate the ability to maintain self-control and professional attitude when dealing with hostile persons or under adverse conditions.
- Ability to interpret regulations, ordinances, codes and other specifications and to compile data from a variety of sources and prepare reports, including statistical calculations.

- Maintain manual and computerized filing and record keeping systems and file documents alphabetically, numerically, chronologically, and/or by subject/topic.
- Maintain confidentiality and security of records.
- Requires the ability to work independently, prioritize conflicting work assignments, and to work under pressure of deadline situations.
- Ability to develop and maintain positive, effective working relationships with co-workers, supervisors, citizen groups and the public.

Salary: \$56,904 plus benefits.

Detailed job description can be obtained by contacting Leslie Trachsler.

APPLICATION PROCESS:

Submit a letter of interest for the position to include a statement to highlight how your skills and abilities will benefit this position to Leslie Trachsler.

Application Deadline: March 20, 2020 at 1630 hours.

Interviews for the top applicants will be scheduled following the application deadline. The interview is a single-step process. The City of Ephrata is an equal opportunity employer.