



CIVIL SERVICE MINUTES

January 26, 2015

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on January 26, 2015. The meeting was called to order at 7:00 a.m. by Chairman Alan Key.

Members Present: Chairman Alan Key, Committee Members Debbie Lowe and Roger Johnson

Staff Present: Police Chief Mike Warren and City Clerk/Chief Examiner Leslie Trachsler.

Approve Minutes: Motion to approve minutes from the April 23, 2014 meeting. (m/s Lowe/Johnson) Motion carried.

Discuss Impending vacancies in Police Department in 2015: Chief Warren discussed the anticipated vacancies due to impending retirements and promotions within the department. There are potentially three vacancies in the clerical and three in the commissioned officers.

The question posed to the Commission is can there be one test for the Records Management position and the Administrative Assistant position. After discussion regarding the qualification for both positions, it was determined that one list would be adequate.

Further discussion was held regarding the testing process and the inclusion of lateral applications for the clerical positions. Commission advised Chief Warren to develop a list of qualification to be considered for a lateral applicant for discussion at the next meeting.

There was also discussion on the testing process and the possibility of creating our own test to fit the specific needs of the department/position. Chief Warren will work on the development of a test for the Commission's consideration.

Discuss meeting schedule for 2015: Consensus of the Commission was to schedule regular meetings for the last Monday of each month at 7:00 a.m.

There being no further business meeting adjourned at 7:42 am

Alan Key, Chairman

ATTEST:

Leslie Trachsler, City Clerk/Chief Examiner