



## AGENDA

### EPHRATA CIVIL SERVICE COMMISSION

**Monday, February 23, 2015 at 7:00 a.m.**

Ephrata City Hall, 121 Alder Street SW

Ephrata, WA 98823

(509) 754-4601 Ext 120

Civil Service Members:            Alan Key, Chairman  
    Debbie Lowe  
    Roger Johnson

1. Call Meeting to Order at 7:00 a.m.
2. Approve Minutes of the January 26, 2015 meeting.
3. Correspondence:
  - a. Resignation Letter from Virginia Hubbard
  - b. Position Description – Police Records/Evidence Clerk
  - c. Promotional Announcement – Captain’s Position
4. Current Business:
  - a. Review proposed Civil Service Rule change
  - b. Review qualifications for lateral applicants for Police Records/Evidence Clerk
    - i. Application evaluation form
    - ii. Supplemental Questionnaire
  - c. Review Job Announcement for Police Records/Evidence Clerk
  - d. Review time-line & exam categories for Police Records/Evidence Clerk
  - e. Review proposal for Sergeant’s Exam