



## **CIVIL SERVICE MINUTES**

### **February 23, 2015**

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on February 23, 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, Record/Evidence Clerk Jennifer Hansen and City Clerk/Chief Examiner Leslie Trachsler.

**Approve Minutes:** Discussion regarding test vs list, the test establishes the list. Motion to approve minutes from the January 26, 2015 meeting as presented. (m/s Lowe/Johnson) Motion carried.

**Correspondence:**

- Resignation letter from Virginia Hubbard
- Position Description – Police Records/Evidence Clerk
- Promotional Announcement – Captain’s Position. Suggestion that on the Captain’s Position the verbiage used should be gender neutral.

**Current Business:**

- Review proposed Civil Service Rule change:** Staff is requesting a modification to Rule V- Examinations, Section 9 to shorten the internal promotional examination notices from 30 calendar days to 15 calendar days. Motion to approve and accept the proposed rule change. (m/s Johnson/Lowe) Motion carried.
- Review qualifications for lateral applicants for Police Records/Evidence Clerk:** Staff submitted for Commission review Qualifications for Lateral Applicants, an Application Evaluation Form and Supplemental Questionnaire to be completed by lateral applicants. Lateral applicants must meet the minimum qualifications plus have a minimum two years law enforcement support experience and Criminal Justice database experience. Discussion ensued, motion was made to approve and accept the proposed qualifications, proposed application evaluation form and proposed supplemental questionnaire for lateral applicants for Police Records/Evidence Clerk. (m/s Lowe/Johnson) Motion carried.

- c. **Review job announcement for Police Records/Evidence Clerk:** The current Police Records Manager submitted her letter of retirement effective June 5, 2015. Staff would like to proceed with advertisement of this vacancy. There is one modification to change the closing time from 4:00 p.m. to 4:30 p.m. Motion to approve and accept job announcement as amended for Police Records/Evidence Clerk and the proposed time-line. (m/s Lowe/Johnson) Motion carried.
- d. **Review time-line and exam categories for Police Records/Evidence Clerk:** Approved above. Chief Warren advised that in the event there are not 4 lateral applicants, it is still the intent to interview 8 total applicants. Commission recommended then that that be stricken from the time-line. Also, the exam categories have been slightly modified.
- e. **Review proposal for Sergeant's Exam:** Chief Warren discussed the proposed Sergeant's exam. The format will be the same as last time; interview, roll play and presentation. Two commissioners will be involved in the process. Testing has been scheduled for May 27<sup>th</sup>. Motion to approve and accept the proposed Sergeant's Exam. (m/s Lowe/Johnson) Motion carried.

Chief Warren briefly discussed using this opportunity to develop a clearly defined hierarchy within the administrative department for future advancement.

There being no further business meeting adjourned at 7:21 a.m.

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Alan Key, Chairman

ATTEST:

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Leslie Trachsler, City Clerk/Chief Examiner