



CIVIL SERVICE MINUTES September 19, 2016

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on September 19, 2016. The meeting was called to order at 8:55 a.m.

Commission member Debbie Lowe acted as Vice-Chair for this meeting.

Members Present: Commission Members Debbie Lowe and Alan Key

Staff Present: Police Chief Mike Warren, Fire Chief Jeremy Burns and City Clerk/Chief Examiner Leslie Trachsler.

Motion to excuse Chairman Johnson. (m/s Key/Lowe) Motion carried.

There were no additions or deletions to the agenda.

Approve Minutes: Motion to approve minutes from the May 16, 2016 meeting. (m/s Key/Lowe) Motion carried.

Update on Entry Level Police Officer: Officer Buescher resigned his position for employment with the Moses Lake PD. Thirteen invitations to apply were mailed out on September 8th. The deadline to return is September 22nd. Oral Boards are scheduled for September 29th. Commission discussion ensued regarding alternative process if no applications are received. Alternatives include extension of deadline to apply, conduct an internal testing and attend the Public Safety Testing Job Fair to promote Ephrata PD. Consensus is to wait and see what applications are received and re-evaluate from there.

Trachsler advised that she attended the Public Safety Testing/Civil Service Conference last week. One item discussed was the use of Veterans Preference Points. They have created a new form which streamlines and makes clearer when the use of Veterans Preference Points is available for use. Motion to authorize the use of the new form. (m/s Key/Lowe) Motion carried.

Update on Records/Evidence Clerk Position: Records/Evidence Clerk Hunt resigned her position with the department effective the end of August. After review of the position, it was recommended that this position be advertised as ¾ time. Applications will be accepted until October 10th with the knowledge test tentatively scheduled for October 20th. Oral Board interviews will be held the first part of November. Discussion

ensued regarding the process if this job is later re-evaluated and classified as a full-time 40 hour per week position.

There being no further business meeting adjourned at 9:25 p.m.

Debbie Lowe, Vice-Chairman

ATTEST:

Leslie Trachsler, City Clerk/Chief Examiner