



CIVIL SERVICE MINUTES

August 19, 2019

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on August 19, 2019. 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: City Clerk/Chief Examiner Leslie Trachsler.

Additions/Deletion to Agenda: None

Approve Minutes: Motion to approve minutes of the July 2, 2019 meeting. (m/s Key/Romig) Motion carried.

Correspondence: None

Current Business:

- a. Results of Oral Board Interview for entry level Police Officer: There were four applicants which qualified for the Oral Board Interview. Two applicants passed and a certified list was given to the Mayor. The Mayor/City Administrator and Police Chief interviewed the two eligible candidates. A conditional offer of employment was given to Cynthia Bluhm.
- b. Request for revision of Rule IV Section 5 (r): Chief Warren has requested a review of this rule regarding the disqualification of an applicant due to the use of a controlled substance within a limited time preceding the date of application. Specifically regarding use of marijuana which the time limit is currently three years. In light of the legalization of marijuana, should this limit be reduced to one year. Commission discussion ensued, they would like for the City Attorney to weigh in on this before modifying the rule.
- c. Request to review Rules regarding qualifying scores: City Administrator Crago has requested the Commission re-think the Civil Service testing process especially the Oral Board testing. He would like to see this process be logical, practical and relevant. Commission discussion ensued. They don't really believe the current process is broken but would like to re-evaluate the questions and talk to other agencies to see what they are doing as well as attend the Civil Service

Conference. Motion to table until the next meeting. (m/s Romig/Key) Motion carried.

- d. 2019 Civil Service Conference: Civil Service Conference will be held in Yakima on September 9-10, 2019. Agenda items include:
- Recruiting & Hiring
 - Recruiting at PST test sites
 - New applicant statistics and trends
 - Veteran's Preference/Scoring Criteria
 - EyeDetect update
 - Promotional testing – updated offerings
 - Investigations update

Commissioners Varick and Romig are not available to attend, Key can attend on the 10th only and Clerk Trachsler can attend both days. These arrangements will be made.

- e. Detective Sergeant Lateral Interview: The police department is creating a Detective Sergeant's position. This position was opened internally to existing sergeants. This is not a promotional position nor an additional position. Testing will be conducted on August 21, 2019.
- f. Sergeant Promotional Exam: The creation of the Detective Sergeant's position opens a vacancy on the patrol side and we will therefore need to conduct a Sergeant's Promotion Test. This is a three step process consisting of 1) Oral Interview, 2) Role Play, and 3) Presentation. This is scheduled for September 4, 2019.
- g. Clerical vacancy/re-structuring clerical staff: The police department's Office Manager has resigned so the Chief is taking the opportunity to re-structure the clerical staff by eliminating the Office Manager's position and creating a Confidential Secretary's position. This new position would be subject to Civil Service Rules. The position is essentially the same with the exception of the supervisory responsibilities which the Chief will assume.

Internal announcement has been posted for the opened position. The Records Manager has expressed interest in the new position creating an opening for Records Manager. This position will be advertised with a closing date of September 13th; written exam on September 27th; oral board interview October 4th.

The next scheduled meeting is September 16, 2019 at 8:15 a.m.

There being no further business, motion to adjourn meeting at 8:44 a.m. (m/s Key/Romig) Motion carried.

Joe Varick, Chairman

ATTEST:

Leslie Trachsler, City Clerk/Chief Examiner