



CIVIL SERVICE MINUTES

September 03, 2019

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on September 03, 2019. The special meeting was called to order at 7:55 a.m. by Chairman Joe Varick.

Members Present: Chairman Joe Varick, Commission Members Alan Key and Rusty Romig

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

Current Business:

Records Manager Vacancy – Guidelines regarding a commissioned officer moving to a clerical position: Discussion regarding the process for filling a position internally. There is a clear distinction between the two classifications – Police Officer/Clerical. Commission agreed that the position could be opened internally to all City employees, written and oral interview test administered and list established. The limited duty policy should be used as needed.

There being no further business meeting adjourned at 8:34 a.m.

Joe Varick, Chairman

ATTEST:

Leslie Trachsler, City Clerk/Chief Examiner