

CIVIL SERVICE COMMISSION MINUTES
February 3, 2016 - 6:30 pm Public Safety Building

Chairperson Howie Robson called the meeting to order with the flag salute at 7:35 p.m. Roll Call found Commissioners Robson, Dannat and Jones were present. Commissioner Inge was present via speaker phone.

ATTENDANCE:

City Employees	City Administrator Mark Bethune, Police Chief Bill Drake and Secretary Beckie Meek
Professional Representatives	None
Visitors	Chris Hopfauf, Sammy Hopfauf and Jake Weigley

MINUTES:

Minutes Approval	Commissioner Jones motion to approve the minutes of January 6, 2016 as amended. Motion was seconded by Co-Chairperson Jones. Motion carried. 4-0.
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NEW BUSINESS:

Promotional Testing Standards	Chairperson Robson reported that the subcommittee (secretary, chairperson and chief) got together and prepared the recommendation of the promotional testing standards for 1 st Line Supervisor which are in the packets.
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Chairperson Robson recommended to the commission for the Written Testing to be done as a Stock Test through IPMA-HR. Commissioners felt this to be the best and fair way. He also added that all applicants will need to have at least 60 days to allow for study time prior to the test date as suggested by IPMA-HR. Commissioner Jones moved to use IPMA-HR Stock Test as the Orting Civil Service Written Test for 1st Line Supervisor Promotional Testing. Motion was seconded by Co-Chairperson Dannat. Motion carried 4-0.

Secretary Beckie Meek recommended to the commission that in order for the Oral Board Testing to be fair and impartial, the Orting Police Department not be involved in writing the questions to be asked or participate in the panel asking the questions. The panel should include 1st line supervisors or higher. She requested that a subcommittee of the secretary and a commission member work with outside agencies in developing appropriate questions to include items of interest that the Orting Police Chief would like to have asked. After some discussion Co-Chairperson Dannat moved to approve the Oral Board Process as presented. Motion was seconded by Commissioner Jones. Motion carried 4-0.

Secretary Beckie Meek went over the whole process of how the 1st Line Supervisor Promotion Testing from request of a Promotional Testing List

to the end result of the Certified Promotional List. Commissioner Jones moved to approve the 1st Line Supervisor Promotional Testing Process as presented. Motion was seconded by Commissioner Inge. Motion carried 4-0.

OLD BUSINESS:

Appendix B for 1st
Line Supervisor
Promotion

Commissioner Jones moved to have Appendix B for Promotion - 1st Line Supervisor to be added with amendment to the Civil Service Rules. Motion was seconded by Co-Chairperson Dannat. Motion carried. 4-0.

SET AGENDA ITEMS:

April 6, 2016

1. Minutes of February 3, 2016
2. Entry Level Preliminary List

GOOD OF THE ORDER:

None

ADJOURN:

Commissioner Jones moved to adjourn the meeting at 8:32pm. Co-Chairperson Dannat seconded the motion. Motion carried. 3-0.

ATTEST:

Secretary, Beckie Meek

Chairperson, Howie Robson