



<u>COMMISSIONERS</u> Mike Dannat David Inge Lonny Meadows Howie Robson Vacant Jennifer Corona, Secretary	ORTING CIVIL SERVICE COMMISSION Meeting Agenda October 8 th , 2018, 6:00pm Multipurpose Center 202 Washington Ave. South, Orting, WA, 98360
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1. **Call Meeting To Order, Pledge of Allegiance and Roll Call.**
2. **Approval of June 25th, 2018 Meeting Summary.**
Motion: To approve minutes of June 25th, 2018, as presented.
3. **Review of Promotional process and timeline for (2) Lieutenant Positions.**
4. **Discussion – Process to choose oral board questions.**
5. **Proposed Clean-up Amendments to Civil Service Rules for the Promotion Process.**

A. First Proposed Clean-up Amendment, to Rule 8A.6.2:

8A.6.2 COMPOSITION OF ORAL BOARD.

Until or unless modified by action of the Commission for a specific hiring process, the Oral Board shall be made up of an odd number of law enforcement ~~three or four police~~ officers, with at least one Orting police officer (except for promotional examinations) and at least one law enforcement officer from another jurisdiction. The size of the Oral Board may vary, so long as all candidates for a particular vacancy are examined by the same Oral Board. Civil Service Commissioners are encouraged to attend Oral Board Examinations as observers. The Civil Service Secretary, in consultation with the Police Chief, the Mayor, and the Civil Service Chair, will appoint qualified persons to serve as the Oral Board, and will schedule Oral Board Examinations in an efficient fashion.

Motion: To adopt the amendment to Civil Service Commission Rules and Regulations No. 8A.6.2, as proposed.

Optional Additional Motion: To direct Civil Service Secretary to utilize an Oral Board of ___ (# selected by Commission) law enforcement officers for the current promotional process to fill two Lieutenant Positions.

B. Second Proposed Clean-up Amendment, to Rule 8A.5.2:

8A.5.2 ELIGIBILITY LIST, CONTACTS AND FOLLOW-UP BY SECRETARY.

In the case of Entry Level, Lateral, and BLEA candidates, ~~the~~ Civil Service Secretary

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shall contact all qualified applicants on an Eligibility List with a passing score on the written examination and invite such qualified applicants to complete a City employment application form (pursuant to Rule 5 herein) by a date certain, but no later than 10 (ten) days after such request. In the case of Promotional candidates, the Secretary shall invite qualified applicants to complete and submit an application form prior to the written examination, and only those candidates who have submitted a complete application may sit for the written examination.

In all cases, tThe Secretary shall ask qualified applicants to provide necessary documentation to apply any Veteran's Preference, Reserve or Volunteer points to passing scores earned by qualified candidates, in a manner consistent with state law. The Secretary shall remove any unqualified candidate from the Eligibility List, including but not limited to those candidates who fail to timely submit a complete application. The rank on the Eligibility List is based on final passing scores in the preliminary phase(s) of the examination process. Eligibility Lists are not Certified Eligibility Registers and therefore do not require certification by the Civil Service Commission.

Motion: *To adopt the amendment to Civil Service Commission Rules and Regulations No. 8A.5.2, as proposed.*

C. Third Proposed Clean-up Amendment, to Rule 8A.6.1:

8A.6.1 Until or unless modified by action of the Commission for a specific hiring process, the Secretary shall set up Oral Board Examinations for the qualified candidates on the Eligibility List. The Secretary shall go down the Eligibility List and take the candidates by order of passing score from highest to lowest, until at least five (5) qualified candidates are scheduled and confirmed for examination by the Oral Board. For ~~lateral and BLEA applicants~~ some hiring and/or promotion processes, there may not be five (5) qualified candidates available for the Oral Board Examinations. In such case, the Secretary will schedule Oral Board Examinations with potentially less than five (5) candidates.

Motion: *To adopt the amendment to Civil Service Commission Rules and Regulations No. 8A.6.1, as proposed.*

D. Fourth Proposed Clean-up Amendment, see Appendix D attached hereto.

Motion: *To adopt the amendment to Civil Service Commission Rules and Regulations, Appendix D, as proposed.*

6. Adjournment

Motion: *To Adjourn*

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