



ORTING CIVIL SERVICE COMMISSION

Meeting Summary
October 8, 2018, 6:00pm
Multipurpose Center
202 Washington Ave. South
Orting, WA

COMMISSIONERS

Mike Dannat
David Inge
Lonny Meadows
Howie Robson
Vacant
Jennifer Corona, Secretary

1. Call Meeting To Order, Pledge of Allegiance and Roll Call.

Chair Meadows called the meeting to order at 6:00pm and led the pledge of allegiance. Secretary Corona took the role.

Present: Commissioners Meadows, Dannat, Inge and Robson.

Staff: Secretary Jennifer Corona, City Clerk Jane Montgomery, City Attorney Charlotte Archer

Citizens: Chris Hopfauf, Devon Gabreluk

2. Approval of June 25th, 2018 Meeting Summary.

Commissioner Robson made a motion to approve the meeting summary of June 25th, 2018. Second by Commissioner Inge. Motion passed (4-0)

3. Review of Promotional process and timeline for (2) Lieutenant Positions.

Commissioner Meadows presented timeline for hiring process. No disputes or discussion.

4. Discussion – Process to choose oral board questions.

Commissioner Meadows, prior to the meeting, had chosen ten (10) oral board questions that he proposed be used during the oral boards. He distributed a copy to each Commissioner and Secretary. The Commissioners briefly discussed selected questions and agreed on all ten (10) questions.

5. Proposed Clean-up Amendments to Civil Service Rules for the Promotion Process.

The following rules were amended as shown:

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/administrators, 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.

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 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, the 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.

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.

8A.9 **ADDITIONAL NAMES TO MAINTAIN 5 QUALIFIED APPLICANTS ON THE CERTIFIED ELIGIBILITY REGISTER.** If the Secretary determines that any of the applicants on the Certified Eligibility Register are no longer willing, available, or otherwise qualified for appointment, or that the applicant did not/ does not respond, sufficient additional names shall be Certified and furnished by the Secretary to maintain five (5) qualified applicants on the Certified Eligibility Register, drawing the highest remaining name(s) as ranked on the current Preliminary Eligibility Register, to complete/ maintain five (5) names on the Certified Eligibility Register.



Ideally, the Certified Eligibility Register should be up to five (5) candidates, but it can be less, ~~or~~ ~~more~~, depending upon qualified applicants.

Commissioner Inge made a motion to approve the proposed amendments to the Civil Service Rules. Second by Commissioner Robson. Motion passed (4-0)

6. Proposed Amendment to Civil Service Rule 6.5 and Appendix D.

Charlotte agreed to do some research and put together a proposed amendment for these two items for the Civil Service meeting on Monday, October 22, 2018, as their intent is unclear.

7. Adjournment

Commissioner Robson made a motion to adjourn.

Chair Meadows adjourned the meeting at 6:30pm.

Secretary, Jennifer Corona

Chair, Lonny Meadows