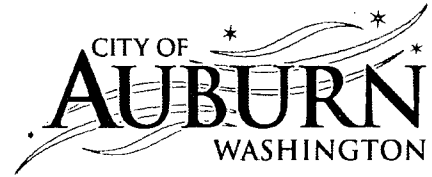


CIVIL SERVICE COMMISSION

Meeting Minutes



DATE/LOCATION: November 14 2017, at 3:30 pm
Auburn City Hall – 2nd Floor, Conference Room #3
25 West Main Street, Auburn, WA 98001

MEMBERS PRESENT: Terry Hurlbut, Chairman; Heidi Harris, Member

STAFF PRESENT: Bob Lee, Police Chief; Jessica Leiser, Assistant City Attorney; Julie Balza, HR Coordinator/Civil Service Examiner

- I. **CALL TO ORDER:** Chairman Hurlbut called the meeting to order at 3:31 pm.
- II. **APPROVAL MINUTES:** Approval of October 10, 2017 Civil Service Commission meeting minutes.

FIRST:	Harris	SECOND:	-	CONCUR:	Hurlbut	APPROVED
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- III. **ENTRY LEVEL POLICE OFFICER:** Review and approval of the Entry Level Police Officer eligibility list.

FIRST:	Harris	SECOND:	-	CONCUR:	Hurlbut	APPROVED
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- IV. **ANIMAL CONTROL OFFICER:** Review and approval of the Animal Control Officer eligibility list.

FIRST:	Harris	SECOND:	-	CONCUR:	Hurlbut	APPROVED
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- V. **POLICE SERVICES SPECIALIST:** Review and approval of the Police Services Specialist eligibility list.

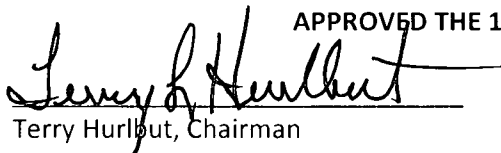
FIRST:	Harris	SECOND:	-	CONCUR:	Hurlbut	APPROVED
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- VI. **2018 COMMANDER PROMOTIONAL:** Review of the 2018 Commander Promotional Exam & Announcement. No action required.

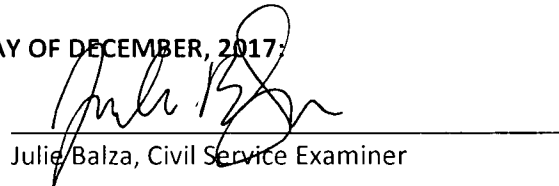
- VII. **UPDATES/NEW BUSINESS:** Julie informed the Commission that we currently have two vacancies for Police Officers. We have one candidate that has received a conditional offer and if his remaining testing goes well, we will have one vacancy remaining. We continue to hear positive feedback from candidates regarding our changes to the Entry Level Police hiring process.

- VIII. **ADJOURN:** The meeting adjourned at approximately 3:45 p.m.

FIRST:	Harris	SECOND:	-	CONCUR:	Hurlbut	APPROVED
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Terry Hurlbut, Chairman

APPROVED THE 12TH DAY OF DECEMBER, 2017:


Julie Balza, Civil Service Examiner

CIVIL SERVICE COMMISSION

Terry Hurlbut, Chairman
Jim Kelly, Chairman Pro Tem
Heidi Harris, Member

CIVIL SERVICE STAFF

Julie Balza, Chief Examiner
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jbalza@auburnwa.gov

c: Nancy Backus, Mayor
Rob Roscoe, Director of HR/Risk Mgmt
Dani Daskam, City Clerk

Bob Lee, Chief of Police
Bill Pierson, Assistant Chief of Police
Francesca Nix, Police Guild

Dan Heid, City Attorney
Doug Ruth, Assistant City Attorney