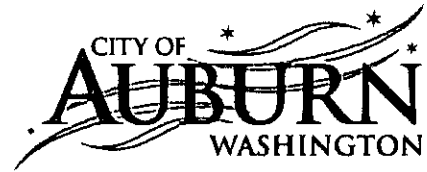


CIVIL SERVICE COMMISSION

Meeting Minutes



DATE/LOCATION: September 13, 2016, at 3:30 pm
Auburn City Hall – 2nd Floor, Conference Room #3
25 West Main Street, Auburn, WA 98001

MEMBERS PRESENT: Jim Kelly, Chairman Pro Tem; Heidi Harris, Member

STAFF PRESENT: Julie Balza, Chief Examiner; Bill Pierson, Assistant Chief of Police; Jessica Leiser, Assistant City Attorney; Janelle Tarasewicz, Employment Manager

- I. **CALL TO ORDER:** Chairman Pro Tem Kelly called the meeting to order at 3:35 pm.
- II. **APPROVAL MINUTES:** Approval of August 9, 2016 Civil Service Commission meeting minutes.

FIRST:	Harris	SECOND:	---	CONCUR:	Kelly	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:	Kelly	APPROVED
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- IV. **LATERAL POLICE OFFICER:** Review and approval of the Lateral Police Officer eligibility list.

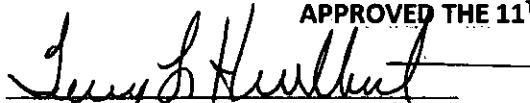
FIRST:	Harris	SECOND:	---	CONCUR:	Kelly	APPROVED
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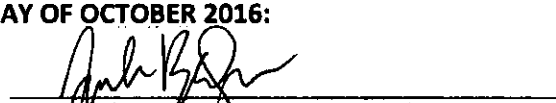
- V. **UPDATES/NEW BUSINESS:** Janelle presented the Diversity and Recruitment Program that is being implemented for our Civil Service hiring. This program includes efforts to increase the diversity of qualified candidates in the Police Department through entry level, lateral, and promotional hiring. Some of it's action points are targeted job postings, increased presence on military bases at career fairs, and modifying our recruitment process to encourage candidate success through interview seminars and a "Top 5" tips sheet. We are also looking at ways to work with local junior high and high schools to build relationships and increase the education surrounding careers in law enforcement. We have put out an RFP for marketing firms to help us reach our target audiences in an effective and appropriate manner.

- VI. **ADJOURN:** The meeting adjourned at approximately 3:59 p.m.

FIRST:	Harris	SECOND:	---	CONCUR:	Kelly	APPROVED
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APPROVED THE 11TH DAY OF OCTOBER 2016:


Terry Hurlbut, Chairman


Julie Balza, Civil Service Examiner

CIVIL SERVICE COMMISSION

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

CIVIL SERVICE STAFF

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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
Doug Faini, Police Guild

Dan Heid, City Attorney
Doug Ruth, Assistant City Attorney