CIVIL SERVICE COMMISSION

Meeting Minutes

CITY OF AUBURN WASHINGTON

DATE/LOCATION:	September 12, 2017, 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:	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 August 8, 2017 Civil Service Commission meeting minutes.

FIRST:	Harris	*SECOND:*	-	*CONCUR:*	Kelly	***APPROVED***

III. **ENTRY LEVEL POLICE OFFICER:** Review and approval of the Entry Level Police Officer eligibility list.

FIRST:	Harris	*SECOND:*	-	*CONCUR:*	Kelly	***APPROVED***

IV. **ANIMAL CONTROL OFFICER:** Review and approval of the Animal Control Officer eligibility list.

FIRST:	Harris	*SECOND:*	-	*CONCUR:*	Kelly	***APPROVED***

V. **UPDATES/NEW BUSINESS:**

a. Police Services Specialist Opening: We had 93 candidates apply, 63 of which met the minimum qualifications. Those candidates were invited to take online clerical skills testing. 41 candidates completed the testing and ten (10) passed. Interviews are scheduled for the end of Septmeber.

VI. **ADJOURN:** The meeting adjourned at approximately 3:34 p.m.

FIRST:	Harris	*SECOND:*	-	*CONCUR:*	Kelly	***APPROVED***

APPROVED THE 10TH DAY OF OCTOBER 2017:

Terry Hurlbut, Chairman

Julie Balza, Civil Service Examiner

CIVIL SERVICE COMMISSION
Terry Hurlbut, Chairman
Jim Kelly, Chairman Pro Tem
Heidi Harris, Member

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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
Francesca Nix, Police Guild
Dan Heid, City Attorney
Doug Ruth, Assistant City Attorney