

CIVIL SERVICE COMMISSION

Meeting Minutes



DATE/LOCATION: September 11, 2018, at 3:30 pm
Auburn City Hall – 2nd Floor, Conference Room #3
25 West Main Street, Auburn, WA 98001

MEMBERS PRESENT: Heidi Harris, Chairman Pro Tem; David Menke, Member

STAFF PRESENT: Bill Pierson, Police Chief; Steven Gross, City Attorney; Candis Martinson, HR Director; Julie Balza, HR Coordinator/Civil Service Examiner

- I. **CALL TO ORDER:** Chairman Pro Tem Harris called the meeting to order at 3:32 pm.
- II. **APPROVAL MINUTES:** Approval of August 14, 2018 Civil Service Commission meeting minutes.

<i>FIRST:</i>	Menke	<i>SECOND:</i>	-	<i>CONCUR:</i>	Harris	APPROVED
---------------	-------	----------------	---	----------------	--------	-----------------

- III. **ENTRY LEVEL POLICE OFFICER:** Review and approval of the Entry Level Police Officer eligibility list dated August 28, 2018.

<i>FIRST:</i>	Menke	<i>SECOND:</i>	-	<i>CONCUR:</i>	Harris	APPROVED
---------------	-------	----------------	---	----------------	--------	-----------------

- IV. **ENTRY LEVEL POLICE OFFICER:** Review and approval of the Entry Level Police Officer eligibility list dated September 11, 2018.

<i>FIRST:</i>	Menke	<i>SECOND:</i>	-	<i>CONCUR:</i>	Harris	APPROVED
---------------	-------	----------------	---	----------------	--------	-----------------

V. **UPDATES/NEW BUSINESS:**

- Julie announced that one of the Police Service Specialist Supervisors resigned. We will be announcing an internal promotional exam for her replacement shortly.
- Civil Service Rule 12.02 states, "If an employee is absent from duty for a prolonged period while on approved leave during a probationary period, and the appointing authority or department head does not have a reasonable opportunity to evaluate the performance of the employee, the appointing authority or department head may, with the approval of the Commission, calculate the probationary period on the basis of twelve calendar months of actual service, exclusive of the time away on leave." One of our Animal Control Officers has been absent due to a personal situation for a period totaling 45 days. Chief Pierson would like to extend his probation period from January 8, 2019 to February 22, 2019, to sufficiently evaluate his performance.

<i>FIRST:</i>	Menke	<i>SECOND:</i>	-	<i>CONCUR:</i>	Harris	APPROVED
---------------	-------	----------------	---	----------------	--------	-----------------

CIVIL SERVICE COMMISSION

Terry Hurlbut, Chairman
Heidi Harris, Chairman Pro Tem
David Menke, Member

CIVIL SERVICE STAFF

Julie Balza, Chief Examiner
P 253-876-1983 | F 253-288-4305
jbalza@auburnwa.gov

c: Nancy Backus, Mayor
Candis Martinson, Director of HR/Risk Mgmt
Shawn Campbell, City Clerk

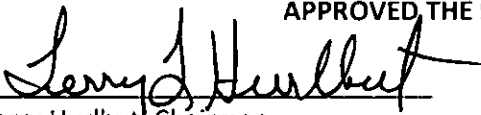
Bill Pierson, Chief of Police
Mark Caillier, Asst Police Chief
Francesca Nix, Police Guild

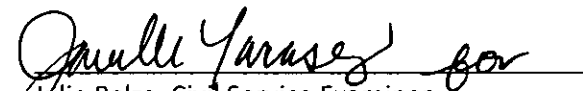
Steve Gross, City Attorney
Doug Ruth, Assistant City Attorney

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

<i>FIRST:</i>	Menke	<i>SECOND:</i>	-	<i>CONCUR:</i>	Harris	APPROVED
---------------	-------	----------------	---	----------------	--------	-----------------

APPROVED THE 9th DAY OF OCTOBER 2018:


Terry Hurlbut, Chairman


Julie Balza, Civil Service Examiner

CIVIL SERVICE COMMISSION

Terry Hurlbut, Chairman
Heidi Harris, Chairman Pro Tem
David Menke, Member

CIVIL SERVICE STAFF

Julie Balza, Chief Examiner
P 253-876-1983 | F 253-288-4305
jbalza@auburnwa.gov

c: Nancy Backus, Mayor
Candis Martinson, Director of HR/Risk Mgmt
Shawn Campbell, City Clerk

Bill Pierson, Chief of Police
Mark Caillier, Asst Police Chief
Francesca Nix, Police Guild

Steve Gross, City Attorney
Doug Ruth, Assistant City Attorney