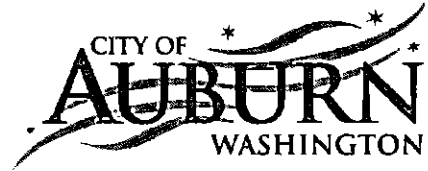


CIVIL SERVICE COMMISSION

Meeting Minutes



DATE/LOCATION: September 8, 2015, at 3:30 pm
Auburn City Hall – 2nd Floor, Conference Room #3
25 West Main Street, Auburn, WA 98001

MEMBERS PRESENT: Terry Hurlbut, Chairman; Jim Kelly, Chairman Pro Tem

STAFF PRESENT: Janelle Tarasewicz, Secretary/Chief Examiner; Bob Lee, Police Chief; Doug Ruth, Assistant City Attorney; Dan Heid, City Attorney; Rob Roscoe, Human Resources Director

I. **CALL TO ORDER:** Chairman Hurlbut called the meeting to order at 3:35 pm.

II. **APPROVAL MINUTES:** Approval of August 11, 2015 Civil Service Commission meeting minutes.

FIRST:	Kelly	SECOND:		CONCUR:	Hurlbut	APPROVED
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III. **ENTRY LEVEL POLICE OFFICER:** Review and approval of the Entry Level Police Officer eligibility list. Janelle updated the Commission and explained that the candidate ranked #4 on the list, Michael Brown, was removed from the list today and an updated list will be provided to the Commission next month.

FIRST:	Kelly	SECOND:		CONCUR:	Hurlbut	APPROVED
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IV. **POLICE COMMANDER PROMOTIONAL EXAM:** Janelle explained that the Commander process is open to current Police Sergeants and will consist of an oral board interview with two outside assessors. Terry asked if there were any openings and the Chief stated that there were no current openings. This process will establish an eligible list, as the current list expires in October 2015.

FIRST:	Kelly	SECOND:		CONCUR:	Hurlbut	APPROVED
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V. **CANDIDATE APPEAL:** The Commission reviewed the appeal letter from Derek Sanders. Janelle explained that there were several issues with the candidate's background; with the candidate's maturity level being a big concern. The candidate had been warned twice about parking in a visitor slot before then receiving a formal verbal reprimand from his supervisor. In addition, the candidate marked "NO" on his Personal History Statement (PHS) to the question about receiving a reprimand at work. And finally, two of his references expressed concern with the candidate's "sense of urgency" on the job. The Chief explained to the Commission that there have been rumors at the Police Department about Officers transferring to other agencies due to the incredible work load, so this was an important factor for the department.

CIVIL SERVICE COMMISSION

Terry Hurlbut, Chairman
Jim Kelly, Chairman Pro Tem
Roger Thordarson, 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
Neil Wachter, Assistant City Attorney

Jim asked if the PHS contained a declaration that the document be filled out truthfully, and Janelle confirmed that there is a disclosure statement before the candidate's signature. Janelle explained that right before the background investigation begins, we ask the candidate to update their PHS. The document was dated 6/30/2015, and his background began about a week later. Terry asked if human resources considers a verbal reprimand a form a discipline, and Janelle confirmed.

The Chief explained that we have reviewed well over 80 candidate files in the past year alone, and the maturity level of this candidate does not measure up to other candidates, even those we have passed up. Dan also pointed out that the candidate did not take the opportunity to provide any additional information regarding his appeal, and did not provide additional facts to contest the City's decision.

Doug then explained the hearing process to the Commission. After discussion and questions from the Commission, both Jim and Terry agreed to deny the candidate's appeal.

FIRST:	Kelly	SECOND:		CONCUR:	Hurlbut	HEARING DENIED
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VI. UPDATES/NEW BUSINESS:

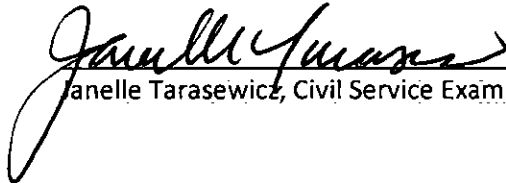
- a. Education points (5%) eliminated for Entry Level oral boards – Over the years, the City has added 5% to the passing score of Entry Level candidates, but that provision is not in the Civil Service Rules or in the Union Contract. Human Resources will no longer be providing those additional points to candidates.
- b. Update on Police Officer vacancies – The Chief explained that we have one supernumerary position to fill, as well as two recent vacancies from new hires that did not pass their physical exam at the Academy.

VII. ADJOURN: The meeting adjourned at approximately 3:55 p.m.

FIRST:	Kelly	SECOND:		CONCUR:	Hurlbut	APPROVED
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APPROVED THE 13TH DAY OF OCTOBER 2015:


Terry Hurlbut, Chairman


Janelle Tarasewicz, Civil Service Examiner

CIVIL SERVICE COMMISSION

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Jim Kelly, Chairman Pro Tem
Roger Thordarson, Member

CIVIL SERVICE STAFF

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