

CIVIL SERVICE COMMISSION

Meeting Minutes



DATE/LOCATION: July 11, 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; Jim Kelly, Chairman Pro Tem

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

I. **CALL TO ORDER:** Chairman Hurlbut called the meeting to order at 3:32 pm.

II. **APPROVAL MINUTES:** Approval of June 13, 2017 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.

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

FIRST:	Kelly	SECOND:	-	CONCUR:	Hurlbut	APPROVED
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V. **POLICE SERGEANT:** Review and Approval of the Police Sergeant eligibility list.

FIRST:	Kelly	SECOND:	-	CONCUR:	Hurlbut	APPROVED
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VI. **CANDIDATE APPEAL:** No action required. On June 29th, the City responded to Austin Arneberg's appeal, contesting the results of the denial letter sent on June 7, 2017. The additional documents submitted by Arneberg did not provide definitive facts to confidently contest the outcome of his background investigation. The commission reviewed the City's response. Per Civil Service Rule 5, Arneberg has until the end of day on July 14, 2017 to request a hearing before the Commission.

VII. **UPDATES/NEW BUSINESS:**

- a. Update on the Diversity and Recruitment Program: Janelle updated the Commission on the Diversity and Recruitment program. We will be releasing our new web pages, videos, and beginning

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Heidi Harris, Member

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

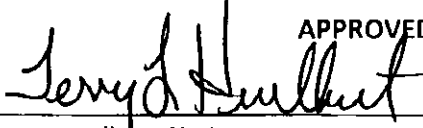
Bob Lee, Chief of Police
Bill Pierson, Assistant Chief of Police
Francesca Nix, Police Guild

Dan Heid, City Attorney
Doug Ruth, Assistant City Attorney

the new entry level hiring process within the next few weeks. With the new process, we will have two entry level lists. In summary, the new hiring process for entry level candidates has four main components, 1) Candidates will be sent the link to a virtual hiring seminar to help prepare them for their interview, 2) When candidates arrive for their interview, they will have 20 minutes to review the questions and prepare their answers, 3) if the candidate passes the oral board, the City will reimburse their Public Safety Testing fee, up to \$45, and 4) entry level candidates scoring in the top 5 of the eligibility list will be paired with an APD Mentor to help guide them through the process.

VIII. ADJOURN: The meeting adjourned at approximately 3:46 p.m.

<i>FIRST:</i>	Kelly	<i>SECOND:</i>	-	<i>CONCUR:</i>	Hurlbut	APPROVED
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Terry Hurlbut, Chairman

APPROVED THE 8TH DAY OF AUGUST 2017:


For Julie Balza, Civil Service Examiner

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