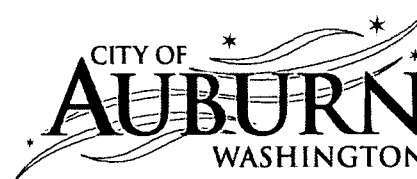


CIVIL SERVICE COMMISSION

Meeting Minutes



DATE/LOCATION: June 14, 2016, at 3:30 pm
Auburn City Hall – 2nd Floor, Conference Room #3
25 West Main Street, Auburn, WA 98001

MEMBERS PRESENT: Terry Hurlbut, Chairman; Heidi Harris, Member

STAFF PRESENT: Janelle Tarasewicz, Secretary/Chief Examiner; Bob Lee, Police Chief; Jessica Leiser, Assistant City Attorney

I. **CALL TO ORDER:** Chairman Hurlbut called the meeting to order at 3:34 pm.

II. **APPROVAL OF MINUTES:** Approval of May 10, 21016 Civil Service Commission meeting minutes.

FIRST:	Harris	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:	Harris	SECOND:		CONCUR:	Hurlbut	APPROVED
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IV. **POLICE SERGEANT:** Review and extention of the Police Sergeant eligibility list.

FIRST:	Harris	SECOND:		CONCUR:	Hurlbut	APPROVED
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V. **CIVIL SERVICE RULES:** Review and approval of the updated Civil Service Rules. Janelle also informed the Commission that the job descriptions for all ranks were currently under review. They will be presented to the Commission in a few months when they are finalized.

FIRST:	Harris	SECOND:		CONCUR:	Hurlbut	APPROVED
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VI. **APPOINTMENT OF CIVIL SERVICE EXAMINER:** Approval of the appointment of Julie Balza to the position of Civil Service Examiner.

FIRST:	Harris	SECOND:		CONCUR:	Hurlbut	APPROVED
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VII. **UPDATES/NEW BUSINESS:** Janelle informed the commission of the updated automatic disqualifiers for entry level and lateral officers. Heidi asked Janelle how "pattern" was defined when disqualifying candidates. Janelle talked about reviewing backgrounds on a case-by-case basis and taking a look at the "whole picture" of a candidate. Janelle explained that a pattern becomes a concern based on the age of

CIVIL SERVICE COMMISSION

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

CIVIL SERVICE STAFF

Julie Balza, Chief Examiner
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jbalza@auburnwa.gov

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

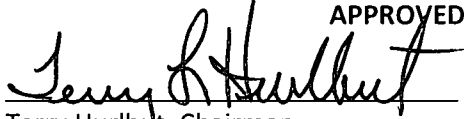
the candidate at the time of the event, as well as their current age and how much time has passed since the incident. Jessica discussed the legal issues surrounding employment cases.

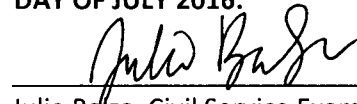
VIII. **ADJOURN:** The meeting adjourned at approximately 3:51 p.m.

JB 7/12/16

FIRST:	Hurlbut	SECOND:		CONCUR:	Hurlbut	APPROVED
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APPROVED THE 12TH DAY OF JULY 2016:


Terry Hurlbut, Chairman


Julie Balza, Civil Service Examiner

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