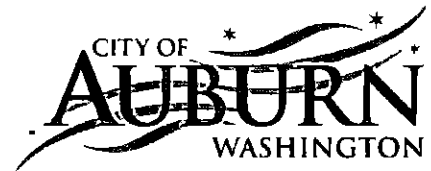


CIVIL SERVICE COMMISSION

Meeting Minutes



DATE/LOCATION: January 12, 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; Jim Kelly, Chairman Pro Tem; Heidi Harris, Member

STAFF PRESENT: Janelle Tarasewicz, Secretary/Chief Examiner; Bill Pierson, Assistant Chief of Police; Doug Ruth, Assistant City Attorney; Jessica Lieser, Assistant City Attorney; Julie Balza, HR Coordinator

- I. **CALL TO ORDER:** Chairman Hurlbut called the meeting to order at 3:34 pm.
- II. **APPROVAL MINUTES:** Approval of December 12, 2015 Civil Service Commission meeting minutes.

FIRST:	Kelly	SECOND:	Harris	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:	Harris	CONCUR:	Hurlbut	APPROVED
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- IV. **APPOINTMENT OF CIVIL SERVICE EXAMINER PRO TEM:** Julie Balza, HR Coordinator, was appointed Civil Service Examiner Pro Tem, in the absence of Janelle Tarasewicz, Civil Service Examiner. (No Approval Needed)

- V. **CIVIL SERVICE RULES:** Approval of the revised Civil Services Rules. Class Specifications for Animal Control Officer and Crime Analyst were added, as well as revision dates for all classifications.

FIRST:	Kelly	SECOND:	Harris	CONCUR:	Hurlbut	APPROVED
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- VI. **UPDATES/NEW BUSINESS:** Heidi Harris asked about the current diversity of our police force. Bill Pierson discussed the goal of finding good quality candidates with diversity in mind. He gave estimates to our current diversity statistics (4 African Americans, 10 Females, 4-5 Hispanics, and 2 Pacific Islanders). Janelle Tarasewicz mentioned that Officer Jessica Smith will be attending a career fair for women in law enforcement.

- VII. **ADJOURN:** The meeting adjourned at approximately 3:45 p.m.

FIRST:	Kelly	SECOND:	Harris	CONCUR:	Hurlbut	APPROVED
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APPROVED THE 9TH DAY OF FEBRUARY 2016:

Terry Hurlbut, Chairman

Julie Balza, Civil Service Examiner Pro Tem

CIVIL SERVICE COMMISSION

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