

CIVIL SERVICE COMMISSION

Meeting Minutes



DATE/LOCATION: January 10, 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; Heidi Harris, Member

STAFF PRESENT: Bob Lee, Police Chief; 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 3:34 pm.

II. **APPROVAL MINUTES:** Approval of December 13, 2016 Civil Service Commission meeting minutes.

FIRST:	Kelly	SECOND:	Harris	CONCUR:	Hurlbut	APPROVED
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III. **RULE 3.01:** Election of Civil Service Commission Chairman - The Commission moved to continue with Chairman Hurlbut until his term expires in December 2018.

FIRST:	Kelly	SECOND:	Harris	CONCUR:	Hurlbut	APPROVED
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IV. **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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V. **APPROVAL CIVIL SERVICE RULES:** Review and Approval of the updated Evidence/Identification Technician job description (Civil Service Rule 22.05)

FIRST:	Kelly	SECOND:	Harris	CONCUR:	Hurlbut	APPROVED
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VI. **UPDATES/NEW BUSINESS:**

- Update on the automatic disqualifiers
- Update on the Diversity and Recruitment Program: Janelle briefed the Commission on our Diversity and Recruitment program. We have selected and begun working with a marketing firm. They visited Auburn in early December and were able to spend time getting to know the City and Auburn PD. At this point, they are building the framework for a formal messaging and recruitment plan.

CIVIL SERVICE COMMISSION

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

CIVIL SERVICE STAFF

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

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

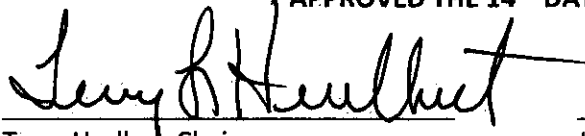
Bob Lee, Chief of Police
Bill Pierson, Assistant Chief of Police
Doug Faini, Police Guild

Dan Heid, City Attorney
Doug Ruth, Assistant City Attorney

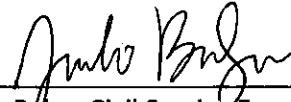
VII. **ADJOURN:** The meeting adjourned at approximately 3:55 p.m.

<u>FIRST:</u>	Kelly	<u>SECOND:</u>	Harris	<u>CONCUR:</u>	Hurlbut	<u>APPROVED</u>
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APPROVED THE 14TH DAY OF FEBRUARY 2017:



Terry Hurlbut, Chairman



Julie Balza, Civil Service Examiner

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