



**LAKWOOD CIVIL SERVICE COMMISSION
MEETING AGENDA**
Thursday, February 6, 2020
9:30 a.m.
City Hall American Lake Room
6000 Main Street SW
Lakewood, WA 98499

MEMBERS

Dennis Roden,
Commission Chair

Eileen Bisson,
Commissioner

David Boyd,
Commissioner

STAFF

Mary Pandrea,
Secretary-Chief Examiner

Call to Order

Approval of Minutes
January 2, 2020

Old Business
Rule 9.7 Review
Rule of 5, Referrals for Officer

New Business
Certification of Sergeant Eligibility List

Chief Examiner's Report

Adjourn



Lakewood Civil Service Commission

Thursday, January 2, 2020
9:30 a.m.
Lakewood City Hall
1st Floor American Lake Room
6000 Main Street SW
Lakewood, WA 98499

Present: Commissioner David Boyd, Commissioner Dennis Roden, Civil Service Secretary-Chief Examiner Mary Pandrea, Lieutenant Chris Lawler, Sergeant Jeremy Prater
Excused: Chair Eileen Bisson

MINUTES

Call to Order

The meeting was called to order by Commissioner David Boyd at 9:30 a.m.

Election of 2020 Chair

Commissioner Boyd nominated Commissioner Roden to serve as Commission Chair in 2020. It was moved and seconded, and the motion carried unanimously.

Amendments to Agenda

Under New Business, add Rule Revisions following Rule of 5, Referrals for Officer.

Approval of Minutes

It was moved and seconded to approve the minutes for the November 7, 2019 meeting. The motion carried unanimously.

Old Business

Civil Service Rule 9.7 Review

There was continued discussion of revisions for rule 9.7 Cancellation of Eligibility—Notice to Eligible. Lieutenant Lawler commented that if an appeal process is decided upon, that process should be spelled out and there should be a mechanism for sharing information. The investigator should be allowed to give testimony, as should the person appealing. Commissioner Boyd agreed that the Commission needs to be well informed. If the Commission decides to reinstate a person on the eligible list, they will want to share the reasons for doing so with the Chief. The authority to remove eligibles from the list lies with the Commission not the Chief since the list is created and approved by the Commission. All eligibles are qualified, the issue being whether they are suitable. The current process for removing someone from a list should remain unchanged.

The rule provides “the eligible may file a written statement with the Secretary-Chief Examiner explaining or justifying the causes set forth in the notice”. Commissioner Boyd suggested replacing “written statement” with “appeal”. Commissioner Roden stated that the rules may reflect how “appeal” is defined in the statute and perhaps the term “reconsideration” could be used. Sergeant Prater said that generally, the information gained from the background investigation is kept confidential and specific reasons are not provided to an eligible who is removed from a list. However, eligibles are informed if the reason for removal is because of failure to submit information in a timely manner.

The following procedure was suggested.

- When an individual is to be removed from a list, the disqualification document is sent to the Secretary-Chief Examiner.
- The Secretary-Chief Examiner refers another name to the hiring authority.
- The Secretary-Chief Examiner presents the disqualification document to the Commission for review at the next

- meeting in closed session.
- The Commission agrees or disagrees with the disqualification.
 - If the Commission agrees with the disqualification, the Secretary-Chief Examiner will notify the individual within 10 days.
 - If the Commission disagrees with the disqualification, the Secretary-Chief Examiner reinstates the individual on the eligible list.

Language for modifying the rule was suggested and will be reviewed further at the next meeting.

New Business

Certification of Court Compliance Officer Eligibility List

Of thirteen applicants eligible to take the written exam, ten tested and one of these failed. Nine applicants were eligible to participate in the physical ability testing. One withdrew from the process, one was a no show, and one applicant passed but was found to be ineligible as he was under the minimum age of 21. Six applicants interviewed and one failed. The list includes five candidates:

- 3 White males,
- 1 Asian male, and
- 1 Hispanic female.

It was moved and seconded to approve the Court Compliance Officer Eligibility List. The motion carried unanimously.

COURT COMPLIANCE OFFICER ELIGIBILITY LIST Lakewood Civil Service Commission

The following is a true and certified list of the final standing of those candidates who qualified for the position of Court Compliance Officer:

- 1. Rennie, Clayton**
- 2. Lomeli, Daisy**
- 3. Melville, Tyler**
- 4. Harrison, Andrew**
- 5. Tran, Phu**

Sergeant Prater stated that the Court Compliance Officer candidates were previously sent to the WSCJTC Corrections Officer academy for training. But due to budget issues and class sizes, they now receive low priority so training will be through an in-house academy.

Workforce Profile

The 2019 fourth quarter EEO data for Lakewood Officers, Detectives, Sergeants and Lieutenants was distributed. There were no staffing changes.

Rule of 5, Referrals for Officer

Currently, rule 10.2 Request to Fill Vacancy provides that a requisition for filling a Police Officer vacancy must designate whether the vacancy will be filled at the entry or lateral level. It also goes into detail about submitting and approving requisitions which isn't necessary to include in the rules. The proposal includes deleting this rule.

The proposed changes to Rule 10.7 remove the requirement to designate the level, and provide that five names from the entry list and five names from the lateral list will be referred. Ms. Pandrea found that the cities of Federal Way, Lacey, Olympia, and Puyallup refer names from both entry and lateral lists for a police officer vacancy and do not require the level be identified.

Rule 10.4 Regular Appointment includes a correction to the cited rule number and deletes unnecessary detail.

The addition to Rule 10.7.1 Multiple Vacancies is for clarification.

Commissioner Boyd requested that Ms. Pandrea specifically ask City Attorney Wachter if there is any concern with ten names being referred. Action is delayed until a future date.

Rule Revisions

The following rule revisions are recommended.

- 7.4.4 Failure to Pass the Psychological or Background Test Under Rule 8.15.1 – the rule numbers cited are changed to reflect current numbering. The end of the last sentence is deleted as this is an incorrect rule citation.
- 8.15.2 Subscription Testing Service – Defined – The word “examination” is added for clarification.
- 8.15.4 Certification – This rule is inapplicable and should be deleted.
- 8.15.5 Additional Testing – The number is changed to reflect the correct numbering if and when the current rule 8.15.4 is deleted, 8.15.5 becomes 8.15.4.

It was moved and seconded to approve the rule revisions. The motion carried unanimously.

7.4.4 FAILURE TO PASS THE PSYCHOLOGICAL OR BACKGROUND TEST UNDER RULE ~~8.15.1~~ **8.11.1**. Any applicant previously cancelled from an eligibility register and notified of said cancellation pursuant to Rules ~~9.5~~ **9.7** for failing the psychological examination and/or the background examination as allowed in Rules ~~8.15.1~~.

8.15.2 SUBSCRIPTION TESTING SERVICE – DEFINED.
“Subscription testing service” means a person or organization offering a service that tests and maintains lists of candidates for employment who have successfully completed the subscription testing service **examination** process.

~~8.15.4 CERTIFICATION.~~

~~— (a) All applicants deemed as qualified by the subscription testing service shall be reviewed and approved by the Commission prior to referral to the appointing authority. Following qualification of candidates pursuant to the procedure set forth in the contract with the subscription testing service, candidates may be certified as eligible for appointment to the Appointing Authority.~~

~~— (b) By motion or other approval, the Commission may delegate to the Secretary Chief Examiner the review and approval of candidates. Upon such delegation, the Secretary Chief Examiner shall verify that candidates for placement on the eligible register meet the minimum eligibility requirements for employment.~~

~~— (c) Candidates qualified for appointment pursuant to the procedures established in this Rule shall be placed on the eligibility register in accordance with Rule 9 Registers and Eligibility. Provided, however that candidates rejected by the Commission for 1) not satisfying any test requirement; 2) not completing probation; or, 3) following certification, not responding to the appointing authority for consideration, shall be removed from the eligible register.~~

8.15.5**4** ADDITIONAL TESTING.

Candidates qualified pursuant to a subscription testing service shall be subject to such additional testing

as may be required by the Commission or the appointing authority. Such testing shall include, but not be limited to, interviews, background, polygraph, and psychological testing.

Chief Examiner's Report

- The second job posting for Sergeant closes tomorrow. The second posting was done to allow an officer to apply who was on vacation during the first posting period.
- There are or will be three vacancies. Officer Boere resigned effective January 1st. Court Compliance Officer Sloan resigns today, and Court Compliance Officer Lobzov's last day is January 10th.
- The next process to establish an eligibility list will be for Detective. A March job posting is anticipated.

The meeting was adjourned at 10:33 a.m.

Approved by:

Dennis Roden, Commission Chair

Date

Mary Pandrea, Secretary-Chief Examiner

Date

City Hall is accessible to persons with disabilities. Equipment is available for the hearing impaired. Persons requesting special accommodation should contact the Civil Service Secretary-Chief Examiner at 253-589-2489 as soon as possible in advance of the meeting so that an attempt to provide the special accommodation can be made.

- 9.7 CANCELLATION OF ELIGIBILITY--NOTICE TO ELIGIBLE. ~~Before striking an eligible's name from a register, the Secretary-Chief Examiner must give the eligible written notice setting forth the causes for removal. Within ten (10) calendar days after the date of mailing of such notice, the eligible may file a written statement with the Secretary-Chief Examiner explaining or justifying the causes set forth in the notice. The Secretary-Chief Examiner will consider all timely filed statements and take such action as is appropriate. Notice under this section is not required in the event of an eligible's voluntary removal from a register.~~ Should the Police Chief determine an eligible referred from the eligibility list to be unsuitable for employment, documentation supporting removal from the list will be presented to the Commission for review and action. A new referral will be forwarded to the Chief and the unsuitable candidate will remain inactive on the list until the Commission has taken final action. If removal from the list is approved, the Secretary-Chief Examiner will notify the applicant in writing of his/her removal for unsuitability. If removal is not approved, the eligible will return to active status.

~~10.2 REQUEST TO FILL VACANCY. Whenever the Chief wishes to fill a vacancy, he/she submits a request to fill vacancy form to the Secretary-Chief Examiner. The request shall show the number of positions or vacancies to be filled, the class title, the effective date and any other information required. Requisitions for Police Officer shall specify Lateral or Entry Level positions. All requisitions will become official by the appointing authority's approval.~~

10.4 REGULAR APPOINTMENT. A regular appointment to fill a vacancy will be made from the names contained on an official certified register in accordance with Rule of Five (rule 10.67). ~~Authorization to hire the eligible will be by signature of the appointing authority on the request to fill vacancy form.~~

10.7 RULE OF FIVE. The Secretary-Chief Examiner presents to the Chief or his/her designee the names of the top five available eligibles from the appropriate certified eligibility list for one vacancy. For a Police Officer vacancy, five (5) names from the entry level Police Officer eligibility list and five (5) names from the lateral level Police Officer eligibility list will be presented.

10.7.1 MULTIPLE VACANCIES. If two (2) or more vacancies are to be filled, the Secretary-Chief Examiner presents to the Chief or his/her designee for the first vacancy, the names of the top five (5) available eligibles and an additional three (3) names for each concurrent vacancy thereafter (ie: for two (2) vacancies, the top eight names of available eligibles would be presented to the Appointing Authority; for three (3) vacancies, eleven (11), and so on). The vacancies are considered to be concurrent until a conditional offer is extended.