



**LAKWOOD CIVIL SERVICE COMMISSION  
MEETING AGENDA**  
Thursday, February 4, 2021  
9:30 a.m.  
City Hall  
6000 Main Street SW  
Lakewood, WA 98499

**MEMBERS**

David Boyd,  
Commission Chair

Eileen Bisson,  
Commissioner

Dennis Roden,  
Commissioner

**STAFF**

Mary Pandrea,  
Secretary-Chief Examiner

**Residents can virtually attend Civil Service Commission meetings by watching them live on the city's YouTube channel:**  
<https://www.youtube.com/user/cityoflakewoodwa>

**Those who do not have access to YouTube can call in to listen by telephone via Zoom: Dial +1(253) 215- 8782 and enter Webinar ID: 839 1462 8642 Passcode: 647996**

**Call to Order**

**Approval of Minutes**  
January 7, 2021

**New Business**

Certification of Code Enforcement Officer Eligibility List  
Certification of Evidence Technician Eligibility List  
Reinstatement on Lateral Police Officer Eligibility List

**Chief Examiner's Report**

Adjourn



## **Lakewood Civil Service Commission**

Thursday, January 7, 2021

9:30 a.m.

Lakewood City Hall

6000 Main Street SW

Lakewood, WA 98499

Present: Chair Dennis Roden, Commissioner Eileen Bisson, Commissioner David Boyd, Civil Service Secretary-Chief Examiner Mary Pandrea, City Attorney Heidi Wachter, Lt. Chris Lawler, Sgt. Jeremy Prater

---

## **MINUTES**

### **Call to Order**

Chair Roden called the virtual meeting to order at 9:33 a.m.

### **Election of 2021 Chair**

*Chair Roden nominated Commissioner Boyd to serve as Commission Chair in 2021. It was moved and seconded, and the motion carried unanimously.*

### **Approval of Minutes**

*It was moved and seconded to approve the minutes for the October 1, 2020 meeting. The motion carried unanimously.*

### **Old Business**

#### **Civil Service Rule Review**

At the October meeting, rule 10.2 was eliminated which resulted in all chapter 10 rules after rule 10.1 needing to be renumbered. The renumbering is the only proposed change.

- 10.32 APPLICATION/EXAMINATION. The application and the examination papers of a certified eligible must be available for inspection by the Appointing Authority.
- 10.43 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 10.76).
- 10.54 ORDER OF APPOINTMENT. Appointment to fill a vacancy shall be made from certified eligibility registers in the following order and as provided in this rule; Reinstatement, Promotional, Original.
  - 10.54.1 ORDER OF REINSTATEMENT. If a vacancy is to be filled from the reinstatement register, the following shall be the order of appointment:
    - (a) Regular employees in the order of their class seniority. The regular employee on such register who has the most seniority for the reinstatement class shall be first reinstated;
    - (b) Probationers, with regard to length of service. The probationary employee on such register who was employed in the class longest, from which they were laid off, shall be reinstated first.
    - (c) Upon request from the appointing authority, the Secretary-Chief Examiner may authorize reinstatement out of such regular order upon a showing of efficiency or that such action is for the good of the service, after giving the employees adversely affected an opportunity to be heard.
    - (d) Nothing in this rule shall prevent the reinstatement of any regular or probationary employee for the purpose of

transfer to another department, either for the same class or for voluntary reduction in class, as provided in these rules.

- 10.65 DEFERMENT OF APPOINTMENT. The appointing authority may defer appointment of an eligible upon the eligible's written request with satisfactory reason. Deferment will postpone appointment of such eligible until the next vacancy occurring after the eligible has notified the Secretary-Chief Examiner in writing and with the appointing authority's approval of such appointment.
- 10.76 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.
- 10.76.1 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.
- 10.87 PROVISIONAL APPOINTMENT.
- 10.87.1 WITHOUT REGISTER. When there is no suitable eligible register from which certification can be made, the Chief may make a provisional appointment. A provisional appointment may be made for up to twelve (12) months and may be extended.
- 10.87.2 WITH REGISTER. All provisional employment in a class must cease at the earliest possible date and may not exceed thirty (30) days from the date of notice that a proper eligible register for such class is available. The Secretary-Chief Examiner may grant an extension upon written request by the Chief or his/her designee if such extension will not cause the provisional appointment to exceed twelve (12) months.

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

Commissioner Bisson joined the meeting.

### **New Business**

#### **Certification of Lateral Police Officer Eligibility List**

Six names were added to the eligibility list, for a total of nine names.

The demographics of all the candidates on the list:

- 7 males: 5 White, 1 Black, 1 - 2 or more races
- 2 females: 1 Black female and 1 Asian female.

*It was moved and seconded to approve the Lateral Police Officer Eligibility List. The motion carried unanimously.*

#### **LATERAL POLICE OFFICER ELIGIBILITY LIST Lakewood Civil Service Commission Open Continuous**

**The following is a true and certified list of the final standing of those candidates who qualified for the position of Lateral Police Officer and their dates of expiration from this list.**

- 1. Auderer, Robert 10-1-21**
- 2. Shepard, Jeffrey 10-1-21**

3. Bradley, Ryan 1-7-22
4. Edmunds, Elliot 1-7-22
5. Feleppa, Gregory 1-7-22
6. Cockle, Lesah 1-7-22
7. Carr, Sean 1-7-22
8. Subia, Marcus 1-7-22
9. Gunnhild, Parker 10-1-21

**Workforce Demographics**

Workforce demographic data for the last four quarters was provided. The total number of officers increased from 93 to 95 with the addition of a White female and Pacific Islander male. Commissioner Roden noted minority representation is excellent at 28.4%.

**Examiner's Report**

- New Officers Mundell and Topasna started employment on November 30. Officer Mundell has resigned. Officer Topasna has started at the academy.
- Newly hired lateral level Police Officer Kasey Bentz starts on January 19<sup>th</sup>.
- Sergeant Thom Stewart retired December 31<sup>st</sup>.
- Officers Jamin Dobson and John Babcock resigned, effective January 1<sup>st</sup> and 22<sup>nd</sup> respectively.
- Evidence Technician interviews are scheduled for January 27<sup>th</sup>.
- A job posting for Code Enforcement Officer is in progress.

The meeting was adjourned at 9:51 a.m.

Approved by:

\_\_\_\_\_  
David Boyd, 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.*