

EDMONDS CIVIL SERVICE COMMISSION
MINUTES
CIVIL SERVICE COMMISSION MEETING
Regularly Called Meeting
February 1, 2012

Commissioners present: David Bracilano (Chair)
H. Scott McEwen
Michael Shimer

Others present: Assistant Chief of Police Jim Lawless
Police Detective Shane Hawley
Secretary & Chief Examiner Mary Ann Hardie

Chair David Bracilano called the meeting to order at 6:57 pm.

MINUTES

The minutes of December 14, 2011 were reviewed by the Commissioners. Commissioner H. Scott McEwen made a motion to approve the minutes for December 14, 2011 and Commissioner Michael Shimer seconded the motion. The motion carried.

CORRESPONDENCE

This agenda item (memo) from Police Detective Shane Hawley requesting an extension of the current Civil Service Eligibility List for Police Corporal was discussed further in the meeting under Police Business.

POLICE BUSINESS

Review and Approval of Eligibility List(s) for Entry and Lateral Level Police Officer(s)

Assistant Chief of Police (ACOP) Jim Lawless stated that there have been challenges in finding qualified applicants to fill the eligibility lists for both positions due to disqualifications (with the Chief's interview process as well as failure of candidates to pass the polygraph test and/or background check). Eight candidates were removed from the entry level list as follows: 1) Garnet Shepherd, Arthur King, Todd Gibson & Edin Sisic – removed from the expired list; 2) Christopher Strovas, Michael Towbin & Mark Rosser – disqualified. Additionally, one candidate name was added to the lateral level list (Tara Armstrong).

ACOP Lawless pointed out that there were three names on the Lateral Level Eligibility List but that there would be another round of oral board interviews for this position in the near future. Commissioner McEwen inquired as to whether or not there were any vacancies for positions [commissioned officers] in the department. ACOP Lawless confirmed that there were vacancies. Commissioner McEwen made a motion to approve the Entry Level and Lateral Level Police Officer List(s) dated February 1, 2012. Commissioner Shimer seconded the motion. The motion carried.

Memo from Detective Shane Hawley requesting an extension of the current Civil Service Eligibility List for Police Corporal

There was some discussion by the Commission about the request to extend the current Eligibility List for Police Corporal. Commissioner McEwen inquired as to when the current list expires. Commissioner Bracilano stated that he believed the Civil Service Rules and Regulations allow for a one time, one year extension of a [current] eligibility list. Secretary & Chief Examiner Mary Ann Hardie confirmed this. Commissioner Bracilano inquired as to how many candidates were currently on the list; ACOP Lawless stated that he believed there were 5 candidates on the list (2 had been promoted from the list). Commissioner Bracilano further inquired as to whether or not the union had a position [as to whether or not to extend the eligibility list]. ACOP Lawless stated that he had not heard that there was an issue with this from the union. Commissioner McEwen made a motion to approve the extension of the Eligibility List for Police Corporal for a year from the current date of

expiration [April 6, 2012] of the list. Commissioner Shimer seconded the motion. The motion carried. Secretary & Chief Examiner Hardie stated that she would bring back the Eligibility List for Police Corporal with the extended expiration date to [April 6, 2013] for certification at the next meeting.

Briefing on upcoming Sergeant Assessment Center (March 2012)

ACOP Lawless explained that with the recent demotion of a sergeant in the department, there had been a corporal backfilling the duties of the sergeant (acting out of class). This has been a very good fit [in the interim] but there is still a need, however, to fill the sergeant position (that was created due to the demotion) through an assessment center process. ACOP Lawless stated that he has been working with Secretary & Chief Examiner Hardie to coordinate this process which included researching various vendor options [of organizations to use for the assessment center] since the individual who the City has used for previous assessment centers for the department (Mike Feldhausen from JMF Associations) recently retired. After extensive research, ACOP Lawless arranged a meeting with John Gray from Public Safety Testing (PST) to present information on the PST testing process to the City.

After the presentation and further discussion with PST as well as considering the enhanced assessment center features [options], the decision was made to use PST for the upcoming Sergeant Assessment Center. The assessment center is scheduled to be held on March 27, 2012. Additionally, there will be a three hour candidate briefing [optional for candidate participants] and a mandatory written test in the afternoon on March 14, 2012. ACOP Lawless further explained that after the assessment center and the scoring process, there will likely be a Sergeant Eligibility List for certification by the Commission at a May 2012 Civil Service Meeting. ACOP Lawless also made the Commission aware that the department is considering using a continuous testing process in the future for the sergeant position.

NEW BUSINESS

None

OTHER

None



David Bracilano, Civil Service Commissioner

3-7-12

Date



Mary Ann Hardie, Secretary and Chief Examiner

3-7-12

Date