

CITY OF SHELTON
Civil Service Special Meeting
April 3, 2017 – 8:30 a.m.
Shelton Civic Center – Meeting Room

Present:

Commission Members: Chair John Tarrant, Commissioner John Wiechert and Commissioner Marilyn Vogler
Commission Secretary/Examiner: Vicki Look
City Staff: Chief Darrin Moody and Dolly Baker

Meeting Called to Order:

Chair John Tarrant called the meeting to order at 8:31 a.m.

Minutes Approval:

Minutes from the meeting of February 2, 2017 will be brought to the next meeting for approval. They will be abbreviated minutes based on notes from the Commissioners. The Recording Secretary notes were missing.

Minutes from the meeting of March 16, 2017 were reviewed.

Commissioner John Wiechert moved to approve the minutes of March 16, 2017 and Commissioner Marilyn Vogler seconded the motion. The motion passed.

Secretary/Examiner (S/E) Requests:

1. S/E Look requested the Commission to review and approve the job description for the PD Code Enforcement/Community Service Officer (CE/CSO) position. Commissioner Vogler requested that bi-lingual language be included as desirable in all the PD job descriptions. Commissioner Vogler also asked if the CE/CSO's duties will be complaint based. Chief Moody stated that the position duties would not include building issues; but will be more focused on excess garbage, abandoned cars, etc. issues. It may be possible on occasion for the CE/CSO to work together with the City's Building Official. After a discussion, it was agreed the Commission would approve the job descriptions, with other minor corrections made after the meeting, with the option to make further corrections should they be found at a later date. The job descriptions will be brought back under Old Business for approval/signatures.

Commissioner John Wiechert moved to approve the job description for the PD Code Enforcement/Community Service Officer with the discussed additions/corrections added and Commissioner Marilyn Vogler seconded the motion. The motion was passed.

2. S/E Look requested the Commission approve the revised Civil Service Salary Ranges for 2017 with the addition of the PD Code Enforcement/Community Service Officer salary.

Commissioner Marilyn Vogler moved to approve the revised Civil Service Salary Ranges for 2017 with the addition of the PD Code Enforcement/Community Service Officer and Commissioner John Wiechert seconded the motion. The motion was passed.

3. S/E Look requested the Commission to review and approve the assessment process for the PD CE/CSO position. Commissioner Vogler asked whether or not the position required a commissioned officer. Chief Moody stated the position is non-commission and the CE/CSO will not carry a firearm.

Commissioner Marilyn Vogler moved to approve the assessment process for the PD CE/CSO position and John Wiechert seconded the motion. The motion was passed.

4. S/E Look requested the Commission to review and approve the final versions of job descriptions for the PD Sergeant and Corporal positions. As discussed in Item 1 above, bi-lingual language will be included as desirable in the job descriptions along with minor corrections found.

Commissioner John Wiechert moved to approve the job description for the PD Sergeant and Corporal positions with the discussed additions/corrections added and Commissioner Marilyn Vogler seconded the motion. The motion was passed.

5. S/E Look offered clarification of the assessment process for the PD Corporal position and requested the Commission approve the process. Commissioner Tarrant asked of the S/E had set a minimum test score as referred to in Civil Service Rule 7.05. S/E Look stated that she had not set a minimum score and that it would not apply in this instance. Chief Moody stated the entire testing process will be accomplished in one day with a "no fail" score for this assessment process. Chief Moody also explained that the department is moving from having an Officer in Charge to a Corporal.
6. S/E Look requested the Commission to review and approve an update to Civil Service Rule 1.05 Exemptions to remove part time employees as exemptions to the Rules because State law does not mandate that part time police department employees be covered by the civil service system. Civil Service Rules apply to "full paid employees" (full time employees) only. S/E Look explained the exemptions as stated in RCW 41.12.050 for our City and the Police Department. The City is allowed up to 3 exemptions in addition to the Police Chief.

Rule 1.05 was changed to read: "These rules shall apply to all full time employees of the Police Department within the City of Shelton with the exception of the Police Chief and the Lieutenant. Part time employees are not covered by civil service."

Commissioner John Wiechert moved to approve an update to Civil Service Rule 1.05 Exemptions to remove part time employees as exemptions and Commissioner Marilyn Vogler seconded the motion. The motion was passed.

General Discussion: S/E Look and Chief Moody stated they will open position assessments within a month and will bring to the Commission the lists of qualified candidates for the CE/CSO and Corporal positions for certification.

Public Comment:

There was no public comment.

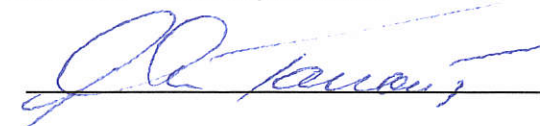
Next Meeting Scheduled:

The next quarterly meeting will be held on May 18, 2017 unless other business requiring commission action is identified before this date.

As there was no additional business, the meeting adjourned at 9:03 a.m.

Submitted by: Vicki Look – Secretary/Examiner

APPROVED



Chair John Tarrant