

CITY OF SHELTON
Civil Service Meeting
March 16, 2017 – 9:30 a.m.
Shelton Civic Center – Meeting Room

Present:

Commission Members: Commissioner John Tarrant, Commissioner Marilyn Vogler

Commission Secretary/Examiner: Vicki Look

City Staff: Police Chief Darrin Moody, Corina Wood

Absent: Commissioner John Wiechert, Wendy Thompson

Meeting Called to Order: Commissioner Tarrant called the meeting to order at 9:32 a.m.

Amendment to the Agenda: The agenda was amended by CS/E Vicki Look to remove the following items from the agenda:

Item 1: Approval of February 2, 2017 meeting minutes

Item 2: Secretary/Examiner request for Commission to review and approve revised job descriptions for the Sergeant and Corporal positions.

Item 4: Secretary/Examiner request for Commission to review and discuss updates to Civil Service rules

CS/E Look requested the following item be added to the agenda:

Item 5: S/E Look to present Code Enforcement Community Service Officer Job Description

Secretary/Examiner (S/E) Request:

1. S/E Look requested the Commission review and approve the proposed assessment process for a Police Dept. Corporal position.

Police Chief Moody presented an updated testing and assessment process for the Corporal position. The Corporal would act as the first line supervisor in charge in the absence of a sergeant or lieutenant. The assessment process will include a written exercise and decision making assignment, plus a professional panel interview and a community panel interview. (copy of memo attached)

Commissioner Vogler moved to approve the assessment process for Corporal as presented. Commissioner John Tarrant seconded. A vote was taken and the motion passed.

2. S/E Look presented the job description for Code Enforcement/Community Service Officer for review. S/E Look reported the Code Enforcement position has been removed from the Planning Dept. and added to Police Dept. S/E Look will research if position will be classified as a civil service position.

Administrative Reports

Police Chief Moody announced the lieutenant position has been filled from within the force.

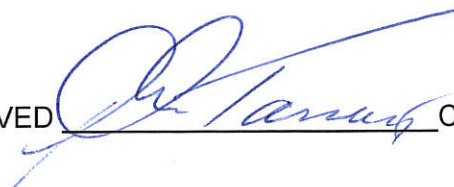
Public Comment: There was no public comment.

Next Meeting Scheduled: The next meeting will be announced

The meeting was adjourned at 10:26 a.m.

Submitted by: Vicki Look, Secretary/Examiner

APPROVED

 Chair