



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

**Agenda**

- A. Call to Order
- B. Staff Request
  - 1. February 2, 2017 meeting minutes (no meeting notes available due to staff absence)
  - 2. Approval of March 16, 2017 meeting minutes
  - 3. Secretary/Examiner request for Commission to review and approve the job description for the PD Code Enforcement/Community Service Officer (CE/CSO) position.
  - 4. Approval of Revised Civil Service Salary Ranges for 2017, with the addition of the PD Code Enforcement/Community Service Officer salary.
  - 5. Secretary/Examiner request for Commission to review and approve the assessment process for the PD CD/CSO position.
  - 6. Secretary/Examiner request for Commission to review and approve final version of job descriptions for the Sergeant and the Corporal positions.
  - 7. Secretary/Examiner will clarify the assessment process for the PD Corporal position and request Commission approval.
  - 8. Secretary/Examiner request for Commission to review and approve updates to Civil Service rules as follows per RCW 41.12.050:
    - a. Rule 1.05 Exemptions.  
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 lieutenant. Part time employees are not covered by civil service.
- C. General Discussion – Open Topic
- D. Public Comment
- E. Adjourn

Distribution: Civil Service Commissioners, Vicki Look, Wendy Thompson,  
Darrin Moody, Civil Service Union, Media