



CITY OF SHELTON  
Civil Service Meeting  
August 16, 2018 – 9:00 AM  
Civic Center Meeting Room

**Agenda**

- A. Call to Order
- B. Old Business

1. Commissioner Tarrant requests the Commission to select a new Chair and Vice Chair for the Commission.
2. At the June 27, 2018 meeting, Commissioner Vogler asked for clarification on the duration of Certified Eligibility lists. Examiner Look reported that a certified list was valid for 30 days.

Response: *Per City Civil Service Rule(s):*

9.09 DURATION OF CERTIFICATION.

Certification shall be in effect for thirty (30) days from its date of issuance. The appointing authority must file a report of any appointment from such certification with the Secretary/Examiner. Upon request, the Secretary/Examiner may extend such certification for additional 30-day periods. Expiration of eligibility shall not cancel the validity of a certification.

4.01 AMENDMENTS OF RULES. The Commission may amend these rules or adopt new rules by majority vote of the Commission at any regular or special meeting of the Commission.

3. At the June 27, 2018 the Commissioners asked whether an applicant, whose Continuous Testing Eligibility List validity date expires, must be removed from a previously certified list.

Response: *Per City Civil Service Rule(s):*

7.29 CONTINUOUS TESTING SERVICES

*E. Removal of Names: The names of candidates certified to this continuous testing initial eligibility list shall remain on the list until being selected to a secondary hiring list following an oral board or other testing, the expiration of one year from the date of certification, or until the candidate has been hired by another public safety organization.*

9.09 DURATION OF CERTIFICATION.

*Certification shall be in effect for thirty (30) days from its date of issuance. The appointing authority must file a report of any appointment from such certification with the Secretary/Examiner. Upon request, the Secretary/Examiner may extend such certification for additional 30-day periods. Expiration of eligibility shall not cancel the validity of a certification.*

8.17 RESTORATION OF NAMES TO ELIGIBLE REGISTERS.

*The name of an eligible which has been removed from a register may be restored upon written request to the Secretary/Examiner for such restoration. The request must specify the reasons for the requested restoration. The Secretary/Examiner may approve the request if it is deemed that the evidence submitted justifies such approval.*

4. Commissioner Vogler requested a brief tutorial on Eligibility Lists and Certification: *Handouts prepared and presented with general information and definitions.*

C. Staff Request

1. Approval of the June 27, 2018 meeting minutes.
2. Secretary/Examiner requests the Commission to amend Shelton Civil Service Rule 9.09 DURATION OF CERTIFICATION.

Certification shall be in effect for ~~thirty (30)~~ sixty (60) days from its date of issuance. The appointing authority must file a report of any appointment from such certification with the Secretary/Examiner. Upon request, the Secretary/Examiner may extend such certification for additional 30-day periods. Expiration of eligibility shall not cancel the validity of a certification.

3. Secretary/Examiner requests the Commission to certify the eligibility list for the position of Sergeant for the City of Shelton.

D. General Discussion – Open Topic

1. Civil Service Conference Details Available:

September 20-21, 2018  
Yakima Convention Center  
10 North 8<sup>th</sup> Street  
Yakima, WA 98901

E. Public Comment

F. Adjourn

Distribution: Civil Service Commissioners, Vicki Look, Mari Herold, Darrin Moody, Mike Fiola, Police Guild, Media