



CITY OF SHELTON
Civil Service Meeting
October 30, 2017 – 10:00 AM
Civic Center Downstairs Meeting Room

Agenda

- A. Call to Order
- B. Old Business - None
- C. Staff Request
 - 1. Approval of August 14, 2017 meeting minutes
 - 2. Secretary/Examiner request for Commission to review and approve the proposed assessment process for the Police Department Entry level testing.
 - 3. Secretary/Examiner requests the Commission to certify the eligibility list for the position of Entry Level Police Officer for the City of Shelton.
 - 4. Secretary/Examiner requests the Commission to certify the eligibility list for the position of Lateral Police Officer for the City of Shelton.
- D. General Discussion – Open Topic
- E. Public Comment
- F. Adjourn

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

CITY OF SHELTON
Civil Service Meeting
August 14, 2017 – 9:30 AM
Shelton Civic Center – Meeting Room

Present: Commission Members: Commissioner John Tarrant, Commissioner John Wiechert
Commissioner Marilyn Vogler was absent

Commission Secretary/Examiner: Vicki Look
City Staff: Police Chief Darrin Moody, Mari Herold

Meeting Called to Order: Commissioner Tarrant called the meeting to order at 9:30 AM

Approval of Minutes: The following minutes were reviewed and approved: June 6, 2017

Secretary/Examiner (S/E) Request:

1. S/E Look requested the Commission to certify the ranked score list for the position of Records/Evidence Clerk for the Shelton Police Department. S/E Look will certify top three candidates.

A vote was taken and the motion passed.

2. S/E Look requested the Commission to certify the eligibility list for the position of Entry Level Police Officer for the City of Shelton.

A vote was taken and the motion passed.

3. S/E Look requested the Commission to certify the eligibility list for the position of Lateral Police Officer for the City of Shelton.

A vote was taken and the motion passed.

Administrative Reports

Chief Moody reported that the Police Department is considering a re-organization of the Records/Admin positions, which may increase full time employees (FTE) to 2.5 FTE.

Public Comment: There was no public comment.

Next Meeting Scheduled: The next meeting will be announced

The meeting was adjourned at 9:40 AM

Submitted by: Mari Herold, on behalf of Vicki Look Secretary/Examiner.

APPROVED _____ Chair John Tarrant



DATE: October 30, 2017

TO: Civil Service Commission

FROM: Secretary/Examiner

SUBJECT: Proposed Assessment Process for the Shelton Police Dept.
Entry Level Assessment Process

The Secretary/Examiner and Police Chief present the following proposed assessment process for recruiting entry level officers in accordance with Civil Service Rule 7.05 Composition, See, page 2:

1. Pursuant to Civil Service rules, eligible applicants will be pulled from those who successfully completed the subscription testing services as contracted with Public Safety Testing.
 2. Shelton applicants will be ranked according to the Public Safety Testing written exam score. Ranking will be adjusted as appropriate dependent on confirmed veteran's preference or reserve credit.
 3. Civil Service Commission to certify Entry Level list of top 20 applicants.
 4. Certified applicants will be invited to participate in oral board interviews. Panel will consist of four panel members: 1 engaged citizen, 1 SPD Corporal, 1 external Public Safety professional, and 1 crime victim advocate.
1. Scoring will be as follows:
 - a. PST adjusted score, plus;
 - b. Oral Board score, which will be scored as follows:
 - i. Ten points possible per question,
 - ii. Ten questions,
 - iii. 100 points possible for the oral board.
 2. Examiner will certify top five applicants to continue to Chief's interview for final selection.

“7.05 COMPOSITION.

The Commission shall determine, by objective standards, the appropriate examination for a class and the tests, or combination of tests or relative weights to be assigned. Where the examination consist of two or more parts, the Secretary/Examiner may set a minimum score to be required in any part of such examination, and any applicant who fails to attain such minimum score shall be considered as having failed the entire exam and shall not be entitled to take the balance of the exam. The minimum score required and the part of the exam to which it is applicable shall be stated in the official bulletin or announced at the time of the examination. Examinations shall consist of one or a combination of the following:

- A. A written test.
- B. An oral test.
- C. An evaluation of experience and training.
- D. A physical performance test.
- E. A promotional evaluation.”

First Name	Last Name	Written	Veterans Preference	Adjusted Score	Score Certified Date	Score Valid Thru	Comments
Amber	Sadoski	100.00%	Yes - 10%	110.0%	21-Sep-17	12/21/2018	Master of Arts, Global Justice and Security, United States Army National Guard
Ross	Laughton	92.33%	Yes - 10%	102.33%	11-Jan-17	4/11/2018	University of the Pacific
Kevin	Bagwell	91.43%	Yes - 10%	101.43%	11-Sep-17	12/11/2018	Portland State University
Nicholas	Smith	86.50%	Yes - 10%	96.50%	12-Aug-17	11/12/2018	AAS in Professional Helicopter Pilot, Department of Corrections/WCC
Jeffrey	Montgome	88.83%	Yes - 5%	93.83%	26-Aug-17	11/26/2018	US Army 4th BN 160th Special Operations Aviation Regiment
Joshua	Burck	88.00%	Yes - 5%	93.00%	27-Aug-17	11/27/2018	US Air Froce
Brett	Cain	90.02%	No	90.02%	11-Sep-17	12/11/2018	Washington State Office of Administrative Hearings
Joseph	Hiles	89.24%	No	89.24%	11-Sep-17	12/11/2018	South Sound 911
Joshua	Knapp-And	86.47%	No	86.47%	5-Dec-16	3/5/2018	South Puget Sound Community College
nathan	hagaman	85.28%	No	85.28%	21-Sep-17	12/21/2018	Black Ball Ferry line
elliott	head	84.36%	No	84.36%	12-Aug-17	11/12/2018	North Seattle College
Krista	Harper	83.39%	No	83.39%	15-Jul-17	10/15/2018	South Puget Sound Community College
Cody	Barry	83.30%	No	83.30%	7-Jul-17	10/7/2018	Verizon Cellular Sales
Ryan	DeVille	82.52%	No	82.52%	11-Sep-17	12/11/2018	CPR Certified
Patrick	Hays	82.42%	No	82.42%	11-Jun-17	9/11/2018	Heritage University
Cody	Esau	71.56%	Yes - 10%	81.56%	13-Aug-17	11/13/2018	Bachelors of Arts, Criminal Justice
Zachary	Joaquin	81.52%	No	81.52%	24-Sep-16	12/24/2017	
Daniel	Sanders	71.34%	Yes - 10%	81.3%	24-Sep-16	12/24/2017	Brandman University, Criminal Justice
Ferron	Lining	80.54%	No	80.54%	23-Oct-16	1/23/2018	Certificate - Web Design
Oleg	Shevchuk	79.24%	No	79.24%	13-Aug-17	11/13/2018	

Certified this _____ day of October 2017, by the Civil Service Commission, City of Shelton, Washington.

Commissioner John Tarrant

Commissioner John Wiechert

Commissioner Marilyn Vogler

Note: Per Civil Service rule 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. Upon request, the Secretary may extend such certification for additional 30-day periods. Expiration of eligibility shall not cancel the validity of a certification." If you need to extend the certification time

Lateral Eligibility List
Police Officer
October 30, 2017

<u>Name</u>	<u>Application Date</u>
Gettle, Mike	August 03, 2017
Paulsen, Ciara	August 16, 2107
Taylor, Timothy	January 12, 2017

Certified this xx day of October, 2017 by the Civil Service Commission, City of Shelton, Washington.

Commissioner: _____
John Tarrant

Commissioner: _____
John Wiechert

Commissioner: _____
Marilyn Vogler

Note: Per Civil Service Rule 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. Upon request, the Secretary may extend such certification for additional 30-day periods. Expiration of eligibility shall not cancel the validity of a certification." If you need to extend the certification time period, please submit a request to Vicki Look, Secretary/Examiner.