

AGENDA
ENUMCLAW CIVIL SERVICE MEETING
June 21, 2023 – Time 9:00 am

Enumclaw City Hall – Chambers Conference Room
1339 Griffin Ave, Enumclaw, WA 98022
Phone: (360) 802-0226

1. CALL TO ORDER AND ATTENDANCE

- A. Meeting called to order by Chairperson Willis
- B. Attendance

2. APPROVAL OF MEETING MINUTES

- A. Move to approve the minutes of the February 15, 2023, Civil Service Commission meeting
- B. Move to approve the minutes of the February 23, 2023, Civil Service Commission meeting

3. NEW BUSINESS ITEMS

- A. Move to approve the eligibility register for Entry Level Corrections Officer
- B. Civil Service Rules Update – Register Approval Process
 - a. 4.75 Register
 - b. 9.02 Effective Life of Register

4. OLD BUSINESS ITEMS

5. COMMUNICATIONS/REPORTS

- A. Secretary Examiners Report
- B. Police Department Update

6. OTHER TOPICS

7. NEXT MEETING

- A. Next meeting scheduled for July 19, 2023

8. ADJOURNMENT

**MINUTES
ENUMCLAW CIVIL SERVICE MEETING
February 15, 2023 – Time 9:00 am**

**Enumclaw City Hall – Chambers Conference Room
1339 Griffin Ave, Enumclaw, WA 98022**

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 9:03 AM by Chairperson Willis. In attendance was Chairperson Al Willis, Commissioners Danielle Munroe and Ed Bickford, and Civil Service Secretary Katy McKee.

2. APPROVAL OF MEETING MINUTES

Chairperson Willis moved to approve the minutes of the January 25, 2023, Civil Service Commission meeting, seconded by Commissioner Munroe. Motion carried 3-0.

3. NEW BUSINESS ITEMS

Secretary McKee spoke about the roles of Chair and Vice Chair with respect to the Commission and noted that at the first meeting of the year there is an election. She indicated that someone could volunteer for either role or nominate a member of the commission for either role.

Commissioner Bickford moved to nominate Al Willis to serve as Chair for 2023, seconded by Commissioner Munroe. Motion carried 3-0

Commissioner Munroe moved to nominate Ed Bickford to serve as Vice Chair for 2023, seconded by Chairperson Willis. Motion carried 3-0.

Secretary McKee presented the eligibility register for Lateral Level Police Officer following oral boards that were held on Thursday, February 10, 2023.

Commissioner Bickford moved to approve the eligibility register for Lateral Level Police Officer, seconded by Commissioner Willis. Motion carried 3-0.

4. OLD BUSINESS ITEMS

None.

5. COMMUNICATIONS/REPORTS

Secretary McKee spoke about the upcoming oral boards for Entry Level Police Officer. There were 23 qualified applicants, the top 10 scorers were invited to oral boards being held this Friday, February 17th from 8:00 a.m until 5:00 p.m.

McKee provided an update on the research being done on updating the rules to allow the Secretary to approve the eligibility registers. Thus far, the City of Bellevue is the process that she likes the best. Secretary would create the list, the HR manager would review the numbers to ensure accuracy, both parties would sign and the document would then be notarized. At the next regularly scheduled meeting the list would be provided to the Commission as an informational item only and no action would need to be taken. Working with City Attorney on finalizing the language.

McKee also noted that she will be away at training during the next scheduled Civil Service Commission meeting and requested that the meeting be bumped up a week and be held on Wednesday, March 8, 2023. The eligibility register for Entry Level Police Officer will need to be approved during that meeting.

6. OTHER TOPICS

None.

7. NEXT MEETING

Next meeting scheduled for March 8, 2023.

8. ADJOURNMENT

Chair Willis moved to adjourn the meeting at 9:08 AM, seconded by Commissioner Bickford. Motion carried 3-0.

These minutes represent a brief description of the meeting; a recording of each meeting is maintained by the Civil Service Commission.

APPROVED BY:

SUBMITTED BY:

Al Willis
Chairperson

Katy McKee
Civil Service Secretary

**MINUTES
ENUMCLAW CIVIL SERVICE SPECIAL MEETING
February 23, 2023 – Time 1:00 PM**

**Enumclaw City Hall – Chambers Conference Room
1339 Griffin Ave, Enumclaw, WA 98022**

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 1:00 p.m. by Chairperson Willis. In attendance was Chairperson Al Willis, Commissioners Danielle Munroe and Ed Bickford, Police Chief Tim Floyd and Civil Service Secretary Katy McKee.

2. NEW BUSINESS ITEMS

Secretary McKee presented the eligibility register for Entry Level Police Officer following oral boards that were held on Friday, February 17, 2023.

Chair Willis moved to approve the eligibility register for Entry Level Police Officer, seconded by Commissioner Munroe. Motion carried 3-0.

3. NEXT MEETING

Next meeting scheduled for April 19, 2023

4. ADJOURNMENT

Chair Willis moved to adjourn the meeting at 1:02 PM, seconded by Commissioner Munroe. Motion carried 3-0.

These minutes represent a brief description of the meeting; a recording of each meeting is maintained by the Civil Service Commission.

APPROVED BY:

SUBMITTED BY:

Al Willis
Chairperson

Katy McKee
Civil Service Secretary



ENUMCLAW CIVIL SERVICE COMMISSION

Results of examinations for the class of ENTRY LEVEL CORRECTIONS OFFICER and the Eligibility List developed from the testing completed June 14th, 2023 are as follows:

RANK	NAME	TOTAL SCORE
1	William Skelley	91.35
2	Timothy Lange	75.64

NOTES:

1. 4 applications were received by the deadline with current passing PST scores. We offered 4 applicants Oral Boards. 2 applicant(s) completed the oral board interview with 2 receiving a passing score.
2. The Oral Board convened on June 14, 2023 and consisted of Enumclaw Police Department Corrections Sergeant Heidi Boyovich, Patrol Officer Erik Vance and Police Detective Nona Steffes

CERTIFICATE:

This is to certify that the Entry Level Corrections Officer eligibility list as stated above is the result of testing completed June 14th, 2023 and will remain in effect for one year from date of approval by the Civil Service Commission.

CERTIFIED CORRECT BY:

APPROVED:

Katy McKee
Civil Service Commissioner

Albert Willis
Chairperson

Date of Approval:

position established during a given budget year, unless the Department Head certifies to the Civil Service Commission that such position will not be continued in the succeeding year's budget.

- b. POSITION—PERMANENT PART-TIME. Employment in a permanent position for work on a basis of less than eight hours a day or less than forty hours a week, but on a regular schedule.

- 4.65 PROBATION OR PROBATIONARY. The status of an employee during a trial period following a permanent appointment from an eligible register. This trial period is part of the examination process and is a working test during which an employee is required to demonstrate, by actual performance of the duties, fitness for the position to which certified and appointed.
- 4.67 PROMOTION. The appointment of an employee to a higher class or to a position of higher skill or responsibility level. Any change in employment other than by a temporary or provisional appointment (1) from a lower class to any position in any higher class in the same promotional series of classes as determined by the Commission, or (2) to a position which although an entrance position is of higher skill and/or responsibility, shall constitute a promotion.
- 4.69 QUIT. Any voluntary separation of an employee from the city of Enumclaw, WA service without acceptance of a resignation by the appointing authority.
- 4.71 REALLOCATION. The allocation of a position to a different class in the Classification Plan.
- 4.73 REDUCTION. The removal of an employee from a higher class to a lower class of employment for reasons other than cause.
- 4.75 REGISTER. A list of candidates for employment who have passed an employment examination, whose names may be chosen and certified by the ~~Commission~~ Civil Service Secretary for submission to the appointing authority for consideration for employment. See 4.47, "Eligible Register."
- 4.77 REINSTATEMENT. Reappointment of a regular employee to a position in a class in which the employee was a regular employee.
- 4.79 REINSTATEMENT REGISTER. A list of names of persons who were regular employees in a given class and who were laid off and are entitled to reinstatement in such class. A reinstatement register may also include former employees on disability retirement who are capable mentally and physically for reinstatement.
- 4.81 RESIGNATION. A written request by an employee for separation from a class or from the City of Enumclaw, WA service. To be valid, such request must show written approval of the appointing authority.

(d) By lot.

9.01.05 If an applicant is permitted to file for and take an examination for delayed eligibility, and if such applicant is successful in the examination, eligibility shall be held in abeyance until the candidate meets the requirements for eligibility, which must be reported in writing. If otherwise eligible, the candidate's name shall be placed on the register in accordance with the final examination grade. Any such eligibility shall expire with that of other eligibles from the same examination.

9.02 EFFECTIVE LIFE OF REGISTER. An eligibility register shall become effective on the date it is approved by the Civil Service Secretary as being accurate, complete, and legally prepared. In no event may an eligibility register become effective earlier than the day following expiration of a list for the same rank. The Secretary shall notify the Commission in writing that the eligible list was approved. Such approval is subject to Commission review.

9.03 RETURN TO REGISTER FOLLOWING LAYOFF. On layoff, an employee's name shall be placed on the proper eligible register for the class ranked by seniority for one year from the date of such layoff.

9.05 RETURN TO REGISTER AFTER RESIGNATION OR RETIREMENT.

9.05.01 A former employee who resigned or retired may request return of his or her name to the proper open graded eligible register for the class. Such request must be made within one year from the date of resignation or retirement, provided, the Secretary may extend the above time limitation for not to exceed an additional one (1) year upon satisfactory showing that such extension would be in the best interest of the City of Enumclaw;

9.05.02 Any request for return to register following resignation or retirement must be supported by written recommendation of the former employing department;

9.05.03 A former employee whose eligibility is reinstated under this rule shall be certified according to Civil Service rules. However, the name of such an eligible need be considered only by the department which recommends the return of the name to the register.

9.05.04 The name of a former employee who resigned or retired may not be returned to a promotional register, unless recommended by the head of the former employing department and approved by the Civil Service Commission within one year from the date of resignation or retirement.

9.06 APPOINTMENT WITHOUT EXAMINATION. Except as provided in 9.03, 9.05, and 9.07, any return to the Civil Service shall be by examination only.