

AGENDA
ENUMCLAW CIVIL SERVICE SPECIAL
MEETING August 3, 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 June 21, 2023, Civil Service Commission meeting
- B. Move to approve the minutes of the June 27, 2023, Civil Service Commission special meeting

3. NEW BUSINESS ITEMS

- A. Move to approve the register for Lateral/Experience Police Officer.

4. OLD BUSINESS ITEMS

- A. Civil Service Rules Update – Register Approval Process
 - a. 4.75 Register
 - b. 9.02 Effective Life of Register

5. COMMUNICATIONS/REPORTS

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

6. OTHER TOPICS

7. NEXT MEETING

- A. Next meeting scheduled for September 20, 2023

8. ADJOURNMENT

MINUTES
ENUMCLAW CIVIL SERVICE SPECIAL MEETING
June 21, 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 9:00 a.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. APPROVAL OF MEETING MINUTES

Willis moved to approve the minutes of the February 15, 2023, Civil Service Commission meeting, seconded by Commissioner Munroe. Motion carried 3-0.

Willis moved to approve the minutes of the February 23, 2023, Civil Service Commission meeting, seconded by Commissioner Bickford. Motion carried 3-0.

3. NEW BUSINESS ITEMS

- A. Secretary McKee Presented the Entry Level Corrections Officer register and requested a motion to approve.

Munroe moved to approve the Entry Level Corrections Officer register, seconded by Commissioner Bickford. Motion carried 3-0.

- B. Civil Service Rules Update – Register Approval Process

McKee spoke about the proposed register approval process which would be that the Secretary would input the scores for the respective position and would calculate final scores for each applicant taking into consideration testing, oral board, and preference points. HR Manager Nissen would review all scores and calculations to confirm accuracy. The scores would then be finalized and approved, and the registers forwarded to the Police Chief for next steps. McKee will present the approved register to the Commission at the next regularly scheduled meeting. This will allow the Chief to receive the approved list more expeditiously so there is no delay in moving forward in the hiring process. She noted that this item will be presented again at the next Civil Service Commission meeting for a vote.

Bickford inquired about the correct title for the “Civil Service Secretary” in the updates. McKee noted she will look at the definitions to ensure the correct title is used.

4. OLD BUSINESS

None.

5. COMMUNICATIONS/REPORTS

- C. Secretary Examiners Report

McKee noted onboarding of Communications officer and Lateral Police Officer on July 3, 2023. Communications will be fully staffed, and the list is exhausted. She also spoke about oral board interviews

for two Corrections applicants, one lateral and one entry level on Friday the 23rd. Following these oral boards there will be a need for a special meeting the following week to approve the continuous eligibility list for entry and the lateral list.

D. Police Department Update

Chief Floyd reviewed the recent hires as well as the upcoming on-boarding for Police Patrol as well as Dispatch. He noted that this new hire for Dispatch would mean they will be fully staffed. He briefly discussed the difficulties in recruiting and hiring and reviewed the timeline and number of applications received for the Correction opening.

Chief Floyd discussed a possible recruitment incentive program was proposed to the Public Safety Committee during last night's meeting. He indicated that he would like to offer current City employees a financial incentive for referring someone for hire. Once that person is hired the employee will receive 50% of that set dollar amount and then following probation, they would receive the remainder of the funds.

6. OTHER TOPICS

None.

7. NEXT MEETING

July 19, 2023.

8. ADJOURNMENT

Bickford moved to adjourn the meeting at 9:09, 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

**MINUTES
ENUMCLAW CIVIL SERVICE SPECIAL MEETING
June 27, 2023 – Time 1:00 PM**

**Enumclaw City Hall – Administration 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, Commissioner Ed Bickford, Police Chief Tim Floyd and Civil Service Secretary, Katy McKee.

2. NEW BUSINESS ITEMS

- A. Secretary McKee presented the Entry Level Corrections Officer continuous register. She indicated that under Civil Service rule 8.07 “The names of qualified eligibles resulting from such examinations shall be entered on the eligible register, and certifications for appointments shall be made in the same manner as from any eligible register. Names of eligibles from successive examinations in the same program shall be entered on the eligible register for the class at the appropriate places and determined by final grades.” She requested approval of said register.

Willis moved to approve the continuous eligibility register for Entry Level Corrections Officer, seconded by Commissioner Bickford. Motion carried 2-0.

- B. Secretary McKee presented the Lateral/Experienced Corrections Officer register and requested approval of the register.

Willis moved to approve the eligibility register for Lateral/Experienced Corrections Officer, seconded by Commissioner Bickford. Motion carried 2-0.

3. ADJOURNMENT

Willis moved to adjourn the meeting at 1:03 p.m., seconded by Commissioner Bickford. Motion carried 2-0.

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

List established: August 3, 2023

The following names represent the **Eligibility List** for the position of **Lateral/Experienced Level Polices Officer** for the Enumclaw Police Department from testing completed July 31st and August 1st, 2023:

RANK	NAME	VETERAN'S PREFERENCE POINTS	TOTAL SCORE	DATE CERTIFIED
1	Travis Medalla	N/A	96.25	8/3/2023
2	Robert "RJ" Partridge	N/A	78.25	8/3/2023
3	Joshua Conrad	N/A	74.58	8/3/2023

CERTIFICATE:

I hereby certify that this list was legally prepared and represents the relative rating of the names appearing thereon.

CERTIFIED CORRECT BY:

APPROVED:

Katy McKee
Secretary and Chief Examiner

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~~ **Secretary-Chief Examiner** 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 Secretary-Chief Examiner 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-Chief Examiner 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.