



# City of Olympia

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## Meeting Minutes Civil Service Commission

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**Tuesday, May 21, 2013**

**8:30 am**

**Room 112**

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### 1. CALL TO ORDER

The meeting was called to order at 8:30 a.m.

### 1.A ROLL CALL

**Present:** 3 - Chair Linda Villegas Bremer, Commissioner Reiko Callner, and Commissioner Oscar Soule

### STAFF PRESENT

Amy Cleveland, Chief Examiner/Secretary  
Darren Nienaber, Deputy City Attorney  
Jim Black, Police Sergeant  
Cyndi Cox, Human Resources

### 2. APPROVAL OF MINUTES

**2.A** [13-0411](#) Approval of March 19, 2013 Civil Service Commission Meeting Minutes

Commissioner Soule moved, seconded by Commissioner Callner, to approve the minutes. The motion carried by the following vote:

**Aye:** 3 - Chair Villegas Bremer, Commissioner Callner and Commissioner Soule

### 3. BUSINESS ITEMS

**3.C** [13-0410](#) Removal of Names from Entry Level Police Officer Register

Chief Roberts requested that five names be removed from the entry level police officer register based on the background investigation, psychological examination, physical agility examination or medical physical examination containing negative findings. The Secretary-Examiner determined in each case to be supported by factual and verifiable information. Each candidate was notified in writing and, as of May 13, 2013, no written appeals have been received.

The report was received.

**3.A**     [13-0409](#)           Entry Level Police Officer Register

Ms. Cleveland provided background information regarding the entry level police officer recruitment. Due to a technical glitch, Public Safety Testing (PST) was not able to provide the EEO stats for this register, and they are working on resolving the issue.

**Commissioner Callner moved, seconded by Commissioner Soule, to approve the decision.. The motion carried by the following vote:**

**Aye:**       3 -     Chair Villegas Bremer, Commissioner Callner and Commissioner Soule

**3.B**     [13-0412](#)           Approval of Change to Police Officer Classification Specification

Staff recommends that the Police Officer- advanced entry and academy graduate required education and experience section of the classification specification be amended to include state and federal law enforcement experience in addition to county and municipal agencies. Allowing applicants with state and federal law enforcement experience in the advanced entry and academy graduate categories will broaden the applicant pool and coincide with CJTC's process for equivalency. The reciprocity requirements still apply as determined by CJTC.

In the current environment, the proposed change will give OPD an increased ability to hire candidates who are ready for field training while still maintaining department background and probationary standards. The Police Guild also agrees with the proposed changes.

**Commissioner Soule moved, seconded by Commissioner Callner, to approve the decision. The motion carried by the following vote:**

**Aye:**       3 -     Chair Villegas Bremer, Commissioner Callner and Commissioner Soule

**3.D**     [13-0428](#)           Process for Establishing Registers

Staff proposed the possibility of granting the Civil Service Chief Examiner the authority to establish registers pursuant to *Civil Service Rule V, Registers* when the testing process has been approved by the Commission and no appeals are received. The Commission could be notified and briefed on the outcomes of testing processes (including EEO reports) at the next meeting of the Commission. This would result in more efficient processing and hiring of applicants, especially in cases where departments have multiple vacancies. The Commissioners were concerned that if the registers were approved by the Chief Examiner prior to coming to the Commissioners, the register would have already been approved if a problem arose. The Commissioners expressed an interest to keep the approval of the register process the same, and were willing to attend more frequent special meetings if necessary in order to approve the registers on a more frequent basis.

**The report was received.**

**4.       REPORTS**

**5. ADJOURNMENT**

The meeting was adjourned at 9:25 a.m.