



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Cyndi Cox
(360) 753-8310

Meeting Minutes Civil Service Commission

Tuesday, March 19, 2013

8:30 am

Room 112

1. CALL TO ORDER

Commissioner Soule called the meeting to order at 8:40 a.m.

1.A ROLL CALL

Present: 2 - Commissioner Oscar Soule, and Commissioner Reiko Callner

Excused: 1 - Chair Linda Villegas Bremer

OTHERS PRESENT

Amy Cleveland, Chief Examiner/Secretary, Jim Black, Police Sergeant, and Cyndi Cox, Human Resources

2. APPROVAL OF MINUTES

2.A 13-0228 Approval of January 15, 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: 2 - Commissioner Soule and Commissioner Callner

Excused: 1 - Chair Villegas Bremer

3. BUSINESS ITEMS

3.A 13-0229 Entry Level Police Officer Register

Ms. Cleveland provided background information regarding the entry level police officer recruitment. This is the last register using the old testing process and all future testing will be using the new test through Public Safety Testing (PST). There are currently six vacancies for police officers in the department with an additional two to four vacancies by the end of 2013. In order to expedite the register approval process, the commissioners are considering changing the register approval process by allowing the chief examiner to establish and approve the register subject to review, audit and oversight by the commissioners. This will be added as an agenda item for the next meeting when all three commissioners are present.

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

Aye: 2 - Commissioner Soule and Commissioner Callner

Excused: 1 - Chair Villegas Bremer

3.B 13-0230 Personnel Activity Report

The Commissioners reviewed and discussed the personnel activity report. There are two promotional police registers and one promotional fire register that will expire this year.

The report was received.

3.C 13-0231 Removal of Names from Entry Level Police Officer Register

Chief Roberts requested that four 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. Each candidate was notified in writing and as of March 12, 2013, the Commission has not received any written appeal.

The report was received.

3.D 13-0232 Update of Ordinance Related to Civil Service

Currently, the Civil Service Rules and the Olympia Municipal Code are in conflict in several areas. The Commission gave approval for the secretary/examiner to begin working with City legal staff to draft a proposed ordinance for Civil Service Commission approval prior to placement on the City Council agenda and keep the Commission apprised of the progress of the modifications.

The report was received.

4. REPORTS-None

5. ADJOURNMENT

The meeting adjourned at 9:18 a.m.