



## Meeting Minutes - Draft

### Civil Service Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Nicole Camus  
360.753.8213

---

**Thursday, August 15, 2019**

**8:00 AM**

**Room 112**

---

**1. CALL TO ORDER**

The meeting was called to order at 8:00 a.m.

**1.A ROLL CALL**

**Present:** 2 - Chair Linda Villegas Bremer and Commissioner Reiko Callner

**Excused:** 1 - Commissioner Oscar Soule

**OTHERS PRESENT**

Sergeant Dan Duncan - Olympia Police Department

Chief Greg Wright - Olympia Fire Department

Assistant Chief Mike Buchanan - Olympia Fire Department

Nicole Camus - Human Resources

Linnaea Jablonski - Human Resources

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. PUBLIC COMMENT - NONE**

**4. ANNOUNCEMENTS**

**5. BUSINESS ITEMS**

**5.A** [19-0748](#) Approval of May 21, 2019 Civil Service Commission Meeting Minutes

**Commissioner Callner moved, seconded by Chair Villegas Bremer, to approve the minutes. The motion carried as follows:**

**Aye:** 2 - Chair Villegas Bremer and Commissioner Callner

**Excused:** 1 - Commissioner Soule

**5.B** [19-0749](#) Approval of July 5, 2019 Civil Service Commission Meeting Minutes

**Commissioner Callner moved, seconded by Chair Villegas Bremer, to approve the minutes. The motioned carried as follows:**

**Aye:** 2 - Chair Villegas Bremer and Commissioner Callner

**Excused:** 1 - Commissioner Soule

**5.C**     [19-0751](#)            Civil Service Secretary/Chief Examiner Appointment

Nicole Camus explained that the City hired Linnaea Jablonski as the HR Director in April after the retirement of Joe Olson, the former HR Director/Chief Examiner. It is the Civil Service Commission's responsibility to appoint a new Chief Examiner. Ms. Camus recommended to the commission the appointment of Linnaea Jablonski as Secretary/Chief Examiner based on her extensive background in HR and Public Safety.

**Commissioner Callner moved, seconded by Chair Villegas Bremer, to appoint Linnaea Jablonski as Civil Service Secretary/Chief Examiner. The motion carried as follows:**

**Aye:** 2 - Chair Villegas Bremer and Commissioner Callner

**Excused:** 1 - Commissioner Soule

**5.D**     [19-0752](#)            Approval of Entry Level Police Officer Register

Ms. Camus explained that eighty-eight candidates were invited to the phase 1 suitability assessment. Fifty-four participated in the phase 1 suitability assessment, and nine passed. Nine candidates were invited to oral interviews, five participated and four successfully passed the oral interviews.

Eight candidates were female and eighty were male. Sixty-seven were White/Caucasian, four were Asian/Pacific Islander, five were Hispanic/Latino, four were African American, six were two or more races, and two were unknown. The interview panel consisted of OPD Officer Jordan Reischer, OPD Sergeant Paul Frailey, and Paul McLain, Re/Max realtor.

Four candidates passed the phase 1 suitability assessment and the oral interview and have been placed on the register in accordance with scores ranging from 96.14 - 79.95.

**Commissioner Callner moved, seconded by Chair Villegas Bremer, to approve the entry level police officer register. The motion carried as follows:**

**Aye:** 2 - Chair Villegas Bremer and Commissioner Callner

**Excused:** 1 - Commissioner Soule

**5.E**     [19-0753](#)            Approval of Lateral Police Officer Register

Ms. Camus explained that seven candidates were invited to the phase 1 suitability

assessment. Three participated in the phase 1 suitability assessment, and two passed. Two candidates were invited to oral interviews, participated and one successfully passed the oral interviews.

Seven of the candidates were male. Five were White/Caucasian, one was, Asian/Pacific Islander, and one was Hispanic/Latino. The interview panel consisted of OPD Officer Jordan Reischer, OPD Sergeant Paul Frailey, and Paul McLain, Re/Max realtor.

One candidate passed the phase 1 suitability assessment and the oral interview and has been placed on the register in accordance with a score of 77.5.

**Commissioner Callner moved, seconded by Chair Villegas Bremer, to approve the lateral police officer register. The motion carried as follows:**

**Aye:** 2 - Chair Villegas Bremer and Commissioner Callner

**Excused:** 1 - Commissioner Soule

**5.F**     [19-0754](#)     OPD Sergeant Classification Specification Changes

Ms. Camus explained that the police department established the sergeant classification in 1991. Updates to the classification were last made in 2013. The department is requesting an update reflect the additional assignments that have been added in recent years.

Discussion occurred about the evolution of this classification and how the roles have changed.

**Commissioner Callner moved, seconded by Chair Villegas Bremer, to approve the sergeant classification specification. The motion carried as follows:**

**Aye:** 2 - Chair Villegas Bremer and Commissioner Callner

**Excused:** 1 - Commissioner Soule

**5.G**     [19-0755](#)     Duration of Temporary or Provisional Appointments

The Civil Service Rules were ratified at the January 15, 2019 Civil Service Commission meeting. Rule VI was changed to allow temporary or provisional appointments to extend to 6 months. RCW 41.08.040(9) requires that temporary or provisional appointments be for no more than 4 months.

**Commissioner Callner moved, seconded by Chair Villegas Bremer, to approve the change to civil service ruler VI. The motion carried as follows:**

**Aye:** 2 - Chair Villegas Bremer and Commissioner Callner

**Excused:** 1 - Commissioner Soule

**5.H**     [19-0756](#)     Discuss Experience Requirements for Lateral Police Officer

Discussion occurred about the differences in experience requirements for the lateral police officer - academy graduate compared to the lateral police officer - advanced entry. Sgt. Dan Duncan provided background information about how the job posting was broken apart. It was agreed that the conversation would be resumed and a motion would be brought to the commission at the next meeting.

**6. REPORTS - NONE**

**7. OTHER TOPICS - NONE**

**8. ADJOURNMENT**

The meeting was adjourned at 8:25 a.m.

**Upcoming**

**Accommodations**