



Meeting Minutes - Draft

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Nicole Camus
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Tuesday, October 20, 2020

8:30 AM

Register to attend:
https://us02web.zoom.us/webinar/register/WN_bTc1-TB1RayXWgoXkql-hA

1. CALL TO ORDER

Chair Villegas Bremer called the meeting to order at 8:30 a.m.

1.A ROLL CALL

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

OTHERS PRESENT

Deputy Police Chief Rich Allen
Fire Chief Mark John
Deputy Fire Chief Ron Stocking
Battalion Fire Chief Greg Rightmier
Assistant Fire Chief Mike Buchanan
Nicole Camus - Human Resources
Linnaea Jablonski HR Director
City Manager Jay Burney
City Attorney Mark Barber

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [20-0847](#) Approval of September 15, 2020 Civil Service Commission Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - None

5. ANNOUNCEMENTS - None

6. BUSINESS ITEMS**6.A** [20-0846](#) Extend Promotional Police Sergeant Register

Deputy Chief Allen explained the Promotional Police Sergeant Register was certified on November 20, 2018 and extended for a second year on November 19, 2019. One candidate remains on the register. The police department is requesting a six-month extension due to upcoming vacancies because of anticipated retirements and resignations. The Covid-19 pandemic has been prohibitive of holding an in-person assessment center, which is necessary to properly evaluate the candidate's interpersonal skills, and the nuances of body language and tone of voice. These face-to-face interactions are critical to the role-playing exercises that evaluate the challenges they will be faced with as an officer's first-line supervisor. Pursuant to Civil Service Rules, the Commission may extend the register so long as it does not extend beyond the two-year limit. This extension of the register will take the register beyond the two-year limit, and by approving the register the Commission is granting a one-time exception to Civil Service Rule V Section 2.

One eligible name is on the register with a score of 72.92

Commissioner Soule moved, seconded by Commissioner Callner, to extend the duration of the Promotional Police Sergeant Register to May 20, 2021.

The motion carried as follows:

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

6.B [20-0848](#) Amend Civil Service Rule IV Examinations 10. Oral Examining Board

Ms. Camus explained that the Civil Service Commission last amended the language to Civil Service Rule IV Examinations 10. Oral Examining Board in January 2019. The updated rules read, "Best efforts shall be made to have a diverse board panel, including persons of color, women, and members the broader community." The proposed language expands on this and defines what steps shall be taken by the department in seeking a diverse examining board.

Commissioner Soule moved, seconded by Commissioner Callner, to amend Civil Service Rule IV to better define the Department's responsibility in assembling diverse interview panels. The motion carried as follows:

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

7. REPORTS - None**8. OTHER TOPICS**

8.A Discuss research on Civil Service Commission size

Commissioner Callner shared information provided from MRSC about Civil Service Commission size. Discussion occurred including the commissioners and City Staff. No agenda items were identified for future meetings.

The discussion was completed.

9. ADJOURNMENT

The meeting was adjourned at x:xx a.m.

The meeting was adjourned at 9:30 a.m.