



Meeting Minutes - Draft

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Nicole Camus
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Tuesday, May 18, 2021

8:30 AM

Meeting link:

<https://us02web.zoom.us/j/840503>

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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

OTHERS PRESENT

Nicole Camus, Human Resources
Sgt Dan Duncan, OPD
Sgt Paul Evers, OPD
Assistant Chief Kevin Bossard, OFD

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

- 3.A** [21-0512](#) Approval of February 16, 2021 Civil Service Commission Meeting Minutes

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

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

- 3.B** [21-0511](#) Approval of April 20, 2021 Civil Service Commission Meeting Minutes

The minutes were amended to note that Commissioner Soule served as the acting chair.

Commissioner Soule moved, seconded by Commissioner Callner, to approve

the minutes as amended. The motion carried as follows:

Aye: 2 - Chair Villegas Bremer and Commissioner Soule

Abstained: 1 - Commissioner Callner

4. PUBLIC COMMENT - NONE

5. ANNOUNCEMENTS

Assistant Chief Kevin Bossard announced lateral firefighter interviews will take place on Monday.

OPD Sgt Dan Duncan announced his retirement and introduced OPD Sgt Paul Evers, who will be taking over hiring and training.

6. BUSINESS ITEMS

6.A [21-0513](#) OPD Sergeant Testing Process

Nicole Camus shared that the police department has requested a police sergeant promotional register. The department anticipates filling at least two vacancies in 2021.

The proposed testing process includes an assessment center using the services of Public Safety Testing to conduct an exam composed of three job related exercises that are validated by subject matter experts that are designed to measure management and administrative skills in which 5 behavioral dimensions are evaluated. The three exercises will be a structured interview, practical scenarios and critical thinking exercise where the candidate is provided a series of events that a first line supervisor would face and asked how they would respond. The minimum passing score for the dimensions evaluated is 70%, and the register rank will be determined by the assessment center percentage.

Commissioner Soule moved, seconded by Commissioner Callner, to approve the OPD Sergeant Hiring Process. The motion carried as follows:

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

6.B [21-0514](#) OPD Lieutenant Testing Process

Ms. Camus shared that the police department has requested a police Lieutenant promotional register. The department anticipates filling at least two vacancies in 2021.

The proposed testing process includes an assessment center composed of a research project/writing assignment, an oral presentation of their resume to the fellow applicants and panel members, and a panel interview. The combination of the phases will allow the raters to evaluate the core competencies that are required for the position of lieutenant,

being: problem solving and judgement, leadership, interpersonal skills, relationship building and departmental operations. Candidates will be ranked by final weighted score, which consists of 60% interview, 25% written assignment, and 15% oral resume. The minimum passing score for the dimensions evaluated is 70%, and the register rank will be determined by the assessment center percentage.

Commissioner Callner moved, seconded by Commissioner Soule, to approve the Lieutenant Testing process. The motion carried as follows:

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

7. REPORTS

Ms. Camus announced that Public Safety Testing and Public Safety Selection will attend the June meeting to provide an overview and update of their testing processes.

8. OTHER TOPICS - NONE

9. ADJOURNMENT

The meeting was adjourned at 8:55 a.m.

Upcoming

Accommodations