



# Meeting Minutes

## Civil Service Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Contact: Nicole Camus  
360.753.8213

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**Tuesday, May 16, 2017**

**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:** 2 - Chair Linda Villegas Bremer and Commissioner Oscar Soule

**Excused:** 1 - Commissioner Reiko Callner

**OTHERS PRESENT**

Greg Wright - Deputy Fire Chief OFD  
Mike Buchanan - Assistant Fire Chief OFD  
Nicole Camus - Human Resources  
Laura Wohl - Administrative Services Manager OPD

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. APPROVAL OF MINUTES**

[17-0565](#) Approval of April 18th, 2017 Civil Service Commission Meeting Minutes

The minutes were approved.

**4. PUBLIC COMMENT - NONE**

**5. ANNOUNCEMENTS - None**

**6. BUSINESS ITEMS**

[17-0566](#) Approval of Promotional Police Sergeant Register

Ms. Wohl reported on the development of the Promotional Sergeant Exam. Topics discussed included the development of the test, candidate preparation, and the administration of the assessment center. The testing process included a candidate orientation, assessor preparation, exercises including a written test, structured

interview, oral presentation with writing exercise, practical scenarios exercise, and supervision/citizen interaction exercise. The exam was completed in two days and measured eight dimensions of the police sergeant position, which were selected based on a task analysis and survey of incumbents and police department leadership.

The assessors included Lacey Police Sergeant Terrance Brimmer, Evergreen College Police Chief Stacy Brown, Thurston County Sheriff's Office Sergeant Ken Clark, Mason County Sheriff's Office Lieutenant Travis Adams, Washington State Patrol Sergeant Ryan Durbin, Citizen Anne Larsen, Washington State Patrol Lieutenant Sam Ramirez, Kent Police Sergeant R. Hollis, and Tumwater Police Lieutenant Jay Mason. Role players were Lacey Police Officer Joe Waldon and Citizen Megan Whiteman.

Four candidates passed all phases of the exam and have been placed on the register for approval. Final ranking scores are 88.2%-76.15%.

**Commissioner Soule moved, seconded by Chair Villegas Bremer, to approve the certification of the Promotional Police Sergeant Register effective May 16, 2017. The motion carried by the following vote:**

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

**Excused:** 1 - Commissioner Callner

[17-0567](#) Approval of Entry Level Police Officer Register

Eligibility lists were combined from February and March, making a grand total of 37 candidates invited to the phase 1 suitability assessment. Of those 37, 23 candidates participated in the phase 1 suitability assessment. So far, 9 of the passing applicants were invited to oral boards and 7 passed. Applicants are still being processed from this group and another oral board is being scheduled. Thirty-six candidates were male and one was female. Two candidates were Asian, thirty-two candidates were White/Caucasian, and four candidates were Other/Two or More Races. The interview panel consisted of OPD Officer Mike Peters, OPD Officer Jason Watkins, and Farmers Insurance Broker Heather Dyson.

Seven candidates passed the written exam, physical ability test, phase 1 suitability assessment and oral interview and have been placed on the register in accordance with their scores. Final ranking scores are 84.46% - 91.30%.

**Commissioner Soule moved, seconded by Chair Villegas Bremer, to approve the certification of the Entry Level Police Officer Register effective May 21, 2017. The motion carried by the following vote:**

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

**Excused:** 1 - Commissioner Callner

[17-0568](#) Approval of Advanced Entry Police Officer Register

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

Four of the candidates were female and 13 were male. Thirteen were White/Caucasian, three were African American/Black, and one was Native Hawaiian/Pacific Islander. The interview panel consisted of OPD Officer Mike Peters, OPD Officer Jason Watkins, and Heather Dyson, Insurance Broker for Farmers Insurance.

One candidate passed the phase 1 suitability assessment and the oral interview and has been placed on the register in accordance with his score of 83.00.

**Commissioner Soule moved, seconded by Chair Villegas Bremer, to approve the certification of the Advanced Entry Police Officer Register effective May 16, 2017. The motion carried by the following vote:**

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

**Excused:** 1 - Commissioner Callner

## **7. REPORTS**

Mr. Buchanan reported the Fire Department is having oral boards to fill firefighter and firefighter paramedic vacancies.

## **9. ADJOURNMENT**

The meeting was adjourned at 8:45 a.m.