



Meeting Minutes

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Nicole Camus
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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

Olympia Police Sergeant Dan Duncan
Olympia Fire Chief Greg Wright
Olympia Fire Assistant Chief Mike Buchanan
Human Resources Senior Analyst Nicole Camus
Human Resources Director Linnaea Jablonski

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

The minutes were approved.

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

The minutes were approved.

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

Ms. Camus reported the City hired Ms. Jablonski in April to replace retired Joe Olson, former HR Director/Chief Examiner. It is the Civil Service Commission's responsibility to

appoint a new Chief Examiner. Ms. Camus recommended the appointment of Ms. 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 reported 88 candidates were invited to the phase 1 suitability assessment. Fifty-four participated in the phase 1 suitability assessment, and 9 passed. Nine candidates were invited to oral interviews, 5 participated and 4 successfully passed the oral interviews.

Eight candidates were female and 80 were male. Sixty-seven were White/Caucasian, 4 were Asian/Pacific Islander, 5 were Hispanic/Latino, 4 were African American, 6 were two or more races, and 2 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 reported 7 candidates were invited to the phase 1 suitability assessment. Three participated in the phase 1 suitability assessment, and 2 passed. Two candidates were invited to oral interviews, participated and 1 successfully passed the oral interviews.

Seven of the candidates were male. Five were White/Caucasian, 1 was, Asian/Pacific Islander, and 1 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 reported the police department established the sergeant classification in 1991. Updates to the classification were last made in 2013. The department is requesting an update to reflect 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 rule 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. Sergeant Duncan provided background about how the job posting was broken apart. It was agreed the conversation would be resumed and a motion would be brought to the Commission at the next meeting.

The discussion was completed.

6. REPORTS - NONE

7. OTHER TOPICS - NONE

8. ADJOURNMENT

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