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**NOTICE OF SPECIAL MEETING
GRANDVIEW CIVIL SERVICE COMMISSION**

You are hereby notified, pursuant to RCW 42.30.080, that the **GRANDVIEW CIVIL SERVICE COMMISSION** will conduct a Special Meeting on **TUESDAY, APRIL 12, 2016 at 11:30 a.m.**, in the Grandview City Hall Council Chambers, 207 West Second Street, Grandview, with the following agenda:

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. MINUTE APPROVAL – June 18, 2015 Special Meeting**
- 4. NEW BUSINESS**
 - A. Certify Police Sergeant Eligibility List**
- 5. ADJOURNMENT**

CITY OF GRANDVIEW

Anita G. Palacios, MMC, City Clerk

NOTIFICATION:

Grandview Civil Service Commission
Mayor and Council
Cus Arteaga, City Administrator
Kal Fuller, Police Chief
Mike Hopp, Assistant Police Chief
News Media

**GRANDVIEW CIVIL SERVICE COMMISSION
SPECIAL MEETING MINUTES
JUNE 18, 2015**

1. CALL TO ORDER & ROLL CALL

Chairman David Ballinger called the meeting to order at 11:45 a.m., in the Council Chambers at City Hall.

Civil Service Commissioners present were: David Ballinger and Andrea (Arteaga) Morris. Commissioner John Garcia was absent.

Staff present were: Secretary/Chief Examiner Anita Palacios and Assistant Police Chief Mike Hopp.

2. MINUTE APPROVAL – MARCH 31, 2015 SPECIAL MEETING

On motion by Commissioner Morris, second by Commissioner Ballinger, **the Commission unanimously approved the minutes of the March 31, 2015 special meeting.**

3. CERTIFY CERTIFIED CORRECTIONS OFFICER ELIGIBILITY LIST

Secretary/Chief Examiner Palacios explained that the City advertised for the position of Certified Corrections Officer. The advertisement required that the applicant must have successfully completed the Washington State Criminal Justice Training Commission Corrections Officer Academy and hold current certification prior to hire date. Only one application with the required certification was received. As this was a lateral-entry position with current certification, the examination consisted of a physical ability test and oral board per Civil Service Rule 7.02. Civil Service Rule 7.02 Qualifications of Applicants - Lateral Entry provided as follows: "Minimum components of Lateral Entry examinations are: (a) Physical Agility and (b) Oral Board."

The examination to establish an eligibility list for the classification of Certified Corrections Officer was held on June 12, 2015. One applicant was in attendance.

Examination Parts and Weights. The examination consisted of two segments—physical ability test and oral board. Percentage weights were assigned to each segment of the examination. The segments were as follows:

Physical Ability Test (PAT): The physical ability test was comprised of a push-up test, one-minute sit-up test, and 1.5-mile run/walk. This was the same test that was administered by the Washington State Criminal Justice Training Commission Corrections Division. The total test battery score for the physical test was 150 points. The passing score was 120 points, with the range of scores from each test between 30 and 50 points. The physical ability test was pass or fail. The applicant passed the test with 140.55 points.

Oral Board. The maximum score for the oral board was 100 points with a 50% weighted average factor. This segment consisted of 10 questions with the applicant being rated on appearance, manner, speech, comprehension, ability to express qualifications, and general impression. The applicant must have passed with a 70% or better score. The

applicant passed the oral board.

Eligibility List: Following was the eligibility list:

Applicant Name	PAT Score	Oral Score	Total Score	Rank
Kendra Bean	Pass	84.33	84.33	1

On motion by Commissioner Morris, second by Commissioner Ballinger, the Civil Service Commission unanimously certified the Certified Corrections Officer eligibility list for a one year period to June 12, 2016 and directed that the top name be provided to the Police Chief to determine the candidate best qualified for appointment to any vacant positions.

4. ADJOURNMENT

The meeting was unanimously adjourned at 11:55 a.m.

Commissioner David Ballinger

Anita Palacios, Secretary/Chief Examiner

**GRANDVIEW CIVIL SERVICE COMMISSION
AGENDA ITEM SUMMARY SHEET**

Meeting Date: April 12, 2016 – Special Meeting
Agenda Item: Certify Police Sergeant Eligibility List
Title: Rule 8.19 - Report of Examination
Presented by: Anita Palacios, Secretary/Chief Examiner

Summary: The examination to establish an eligibility list for the classification of Police Sergeant was held on March 31, 2016. The testing was limited to employees currently employed as full-time police officers with the Grandview Police Department that met the position description minimum qualifications. Two candidates were in attendance. The City contracted with Public Safety Testing to conduct an assessment center.

Examination Parts and Weights. The examination consisted of an assessment center weighted at 100%. The candidates were scored on oral communication, interpersonal insight, judgment, decisiveness, and delegation and control. The assessment center consisted of the following three exercises:

- Exercise #1: Interview
- Exercise #2: In-Basket
- Exercise #3: Practical Scenarios

The total possible points a candidate could receive was 25. The applicants must have passed with a 70% or better test score. Both candidates passed.

Eligibility List: Following is the eligibility list:

Candidate	Score	Percentage	Ranking
Seth Bailey	21.48	85.90%	1
James Driscoll	18.98	75.90%	2

Recommendation and Suggested Motion: "I move that the Civil Service Commission certify the Police Sergeant eligibility list for a one year period to April 12, 2017 and direct that the top two names be provided to the Police Chief to determine the candidate best qualified for appointment to any vacant position."