



**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, FEBRUARY 6, 2018 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 & ROLL CALL**
- 2. MINUTE APPROVAL – October 11, 2017 Special Meeting**
- 3. NEW BUSINESS**
 - A. Certify Police Sergeant Eligibility List**
- 4. 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
OCTOBER 11, 2017**

1. CALL TO ORDER & ROLL CALL

Commissioner John Garcia called the special meeting to order at 11:30 a.m., in the Council Chambers at City Hall.

Civil Service Commissioners present were: John Garcia and Darrel McCallum. Commissioner Andrea Morris was absent.

Staff present was: Secretary/Chief Examiner Anita Palacios, Police Chief Kal Fuller and Assistant Police Chief Mike Hopp.

2. MINUTE APPROVAL – JUNE 20, 2017 SPECIAL MEETING

On motion by Commissioner McCallum, second by Commissioner Garcia, the Commission approved the minutes of the June 20, 2017 special meeting.

3. EXTEND POLICE DISPATCHER ELIGIBILITY LIST

Secretary/Chief Examiner Palacios explained that on November 10, 2016, the Civil Service Commission certified the following Police Dispatcher eligibility list for a one year period to November 10, 2017:

Applicant Name	Written Score	Oral Score	Sub-total	10% Veteran Credit	Total Score	Rank
Lori Smith	86	85.75	85.9	0	85.9	1
Ernestina Cortez	78	86.5	82.3	0	82.3	2
Erica Saenz	80	80.5	80.3	0	80.3	3
Jason Babcock	90	70	80	0	80	4
Hali Soto	78	75	76.5	0	76.5	5

Civil Service Rule 10.05 Duration of Eligible Lists provides as follows: “An eligible list shall be in effect for one (1) year from date of promulgation. Before the expiration of an eligible list, the Commission may extend the period of eligibility for one (1) year at the time for all eligible who are still within the required age limits and who are available for employment.”

Lori Smith and Ernestina Cortez were hired as dispatchers for the Police Department. The remaining candidates were contacted and requested to remain on the eligibility list.

On motion by Commissioner Garcia, second by Commissioner McCallum, the Civil Service Commission extended the Police Dispatcher eligibility list for an additional one year period to November 10, 2018 and directed that the top three names from the list be provided to the Police Chief to determine the candidate best qualified for appointment to any vacant Police Dispatcher positions.

4. **ADJOURNMENT**

The meeting was adjourned at 11:45 p.m.

Commissioner John Garcia

Anita Palacios, Secretary/Chief Examiner

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

Meeting Date: February 6, 2018 – 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 January 25, 2018. 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: In-Basket
- Exercise #2: Practical Scenarios
- Exercise #3: Interview

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

Eligibility List: Following is the eligibility list:

Candidate	Score	Percentage	Ranking
Mitch Fairchild	19.25	77.00%	1

Recommendation and Suggested Motion: "I move that the Civil Service Commission certify the Police Sergeant eligibility list for a one year period to February 6, 2019 and direct that the top name be provided to the Police Chief to determine the candidate best qualified for appointment to any vacant position."