



**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 **FRIDAY, JULY 20, 2018 at 8:00 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 – February 6, 2018 Special Meeting**
- 3. NEW BUSINESS**
 - A. Certify Police Officer Eligibility List
 - B. Approve Updated Police Dispatcher Job Description
- 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
FEBRUARY 6, 2018**

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: John Garcia and Darrel McCallum. Commissioner Andrea Morris was absent.

Staff present: Secretary/Chief Examiner Anita Palacios and Police Chief Kal Fuller.

2. MINUTE APPROVAL – OCTOBER 11, 2017 SPECIAL MEETING

On motion by Commissioner Garcia, second by Commissioner McCallum, the Commission approved the minutes of the October 11, 2017 special meeting.

3. CERTIFY POLICE SERGEANT ELIGIBILITY LIST

Secretary/Chief Examiner Palacios explained that 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 was the eligibility list:

Candidate	Score	Percentage	Ranking
Mitch Fairchild	19.25	77.00%	1

On motion by Commissioner Garcia, second by Commissioner McCallum, the Civil Service Commission certified the Police Sergeant eligibility list for a one year period to February 6, 2019 and directed that the top name be provided to the Police Chief to determine the candidate best qualified for appointment to any vacant position.

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: July 20, 2018 – Special Meeting
Agenda Item: Certify Entry Level Police Officer 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 Entry Level Police Officer began on June 28, 2018 with nine (9) applicants participating in the written and physical agility tests. The oral board was held on July 12, 2018 with four (4) of the applicants.

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

Written Test. The maximum score for the written test was 100 points with a 50% weighted average factor. The City uses the National Criminal Justice Center Selection Inventory (NCJOSI) test purchased from Industrial/Organizational (I/O) Solutions, Inc. The examination includes both a cognitive (i.e., problem solving) component and an attitude/personality (i.e., criminal justice officer orientation) component. Upon completion of the written test, the test booklets and answer sheets were collected and returned to I/O Solutions for computer scoring. The applicants must have passed with a 70% or better test score. Seven (7) of the nine (9) applicants passed the written test.

Physical Ability Test. The physical ability test was comprised of a 300-meter run, push-up test, one-minute sit-up test, and 1.5-mile run/walk. This is the same test that is administered by the Washington State Criminal Justice Training Commission. The total test battery score for the physical test was 200 points. The passing score was 160 points, with the range of scores from each test between 30 and 50 points. The physical ability test was pass or fail. Four (4) of the (9) applicants passed the physical ability test.

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 applicants must have passed with a 70% or better score. Two (2) of the four (4) applicants passed the oral board.

Application of Veterans' Preference: One of the two (2) applicants was eligible for veterans' preference. State law provides for a scoring criteria status, commonly called a "preference," in civil service competitive examinations for certain veterans. RCW 41.04.010 provides that veterans who served during a period of war or armed conflict and do not receive military retirement benefits are entitled to have 10% added to their passing scores for their first civil service appointment.

Eligibility List:

Applicant Name	Written Score	Oral Score	Subtotal	10% Veteran Credit	Total Score	Ranking
Rashid Malik	74.6	77.3	76	7.6	83.5	1
Jonah Hoefler	78.89	75.7	77.3		77.3	2

Recommendation and Suggested Motion: "I move that the Civil Service Commission certify the Entry Level Police Officer eligibility list for a one year period to July 20, 2019 and direct that the two (2) names from the list be provided to the Police Chief to determine the candidate best qualified for appointment to any vacant positions."

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

Meeting Date: July 20, 2018 – Special Meeting
Agenda Item: Approve Updated Police Dispatcher Job Description
Title: Job Descriptions
Presented by: Anita Palacios, Secretary/Chief Examiner

Summary: The Police Chief and Lead Dispatcher have recommended revisions to the Police Dispatcher job description, copy attached. Members of the Police Support Union group and Teamsters Local No. 760 have reviewed the modified job description and agree with the changes.

Recommendation and Suggested Motion: "I move that the Civil Service Commission approve the Police Dispatcher job description as presented."

JOB DESCRIPTION POLICE DISPATCHER

Nature of Work

The position of Police Dispatcher is a complex position requiring a unique skill set. Police Dispatchers must respond to emergency and non-emergency calls for assistance and information, create accurate computer records, and communicate efficiently with police and other emergency service providers. Police Dispatchers must be extremely capable of multitasking, problem solving and must have the ability to perform well during stressful situations. A Police Dispatcher must also possess excellent customer service and communication skills.

Essential Job Functions

- A. Receive emergency calls, obtain needed information, and communicate the needs of that community member to officers or other emergency services.
- B. Receive non-emergency calls and provide information and assistance as needed.
- C. Responds to and assists officers in the field with records checks, call updates, and requests for additional resources.
- D. Accurate computer entries in the computer aided dispatch system.
- E. Professional customer service through both lobby contacts and telephone interactions.
- F. Initiates and carries out routine correspondence internally and with other agencies.
- G. Assists with the booking and holding of inmates.
- H. Maintains the confidentiality and accuracy of police records.
- I. Reviews completeness and processes various licenses and applications.
- J. Assist with general office maintenance to include stocking supplies and light cleaning.
- K. Efficient operation of office equipment to include computers, multi-phone lines, and two-way radio, usually all at once.
- L. Monitors alarms and camera systems
- M. Compile data, produce reports, letters, or other forms and memos as required.
- N. Able to work rotating shifts including nights, weekends, and holidays.
- O. Other necessary duties as assigned by police administration.

Knowledge, Abilities, and Skills

- Working knowledge of modern office practices and procedures.
- Professional verbal and written communication skills.
- Skill in operating a typewriter.
- Skill in filing and maintaining office records.
- Skill in operating common office machines.
- Good judgment in making decisions in accordance with regulations, rules,

- policies, laws and ordinances.
- Ability to understand and follow complex oral and written instructions.
 - Ability to maintain and prepare complex reports, records and files.
 - Ability to operate computer.
 - Ability to prioritize tasks.
 - Clerical aptitude and good general intelligence.
 - Ability to establish and maintain harmonious and effective working relationships with other employees and the public.
 - Can multi-task and remain calm in a busy, high stress environment.

Special Requirements

All applicants for examination for this class must be citizens of the United States; able to read and write the English language; be at least 21 years of age at time of advertising examination; in ordinary good health; of good moral character and of temperate and industrious habits; possess a high school diploma or GED equivalent; possess typing ability; must possess a valid, unrestricted Washington Driver's License at time of employment; must have no felony convictions or misdemeanor convictions involving theft, larceny, moral turpitude, controlled substances, driving while under influence of alcohol and/or drugs, hit and run or reckless driving. Evidence of any other violation of criminal or traffic statute or ordinance which in the opinion of the Commission renders the applicant unfit as a law enforcement dispatcher shall be caused to deny an application or remove an individual from further consideration.

May be approved for employment only after a thorough background investigation, including, but not limited to, drug history, driving record, credit history, criminal record, work history, reference checks, polygraph and psychological exams.

Desirable Experience and Training

In addition to the above minimum requirements, it is highly desirable that applicants possess some educational training in office practice, and related business subjects; and at least one year's experience in clerical office work involving public contact. Knowledge and experience in radio communication is very desirable. Have some knowledge of radio equipment, radio operations, radio logs, radio repairs, and radio symbols.

Fluency, verbal and written, in Spanish is preferred, but not required.

Revised and approved by the Civil Service Commission on July 20, 2018.