



**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 **WEDNESDAY, OCTOBER 20, 2021 at 9:00 a.m.**, with the following agenda:

AGENDA

- 1. CALL TO ORDER & ROLL CALL**
- 2. MINUTE APPROVAL – August 9, 2021 Special Meeting**
- 3. NEW BUSINESS**
 - A. Certify Police Dispatcher Eligibility List
- 4. ADJOURNMENT**

This meeting will be held in person and will also be available via teleconference.

Join Zoom Meeting

<https://us06web.zoom.us/j/81473081677?pwd=RlhZMFRRcnE0U1gzWINrTHBHVTh3Zz09>

Meeting ID: 814 7308 1677

Passcode: 467293

To join by phone: 1-253-215-8782

Meeting ID: 814 7308 1677

Passcode: 467293

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

Seth Bailey, Assistant Police Chief

News Media

**GRANDVIEW CIVIL SERVICE COMMISSION
SPECIAL MEETING MINUTES
AUGUST 9, 2021**

1. CALL TO ORDER & ROLL CALL

Secretary/Chief Examiner Anita Palacios called the special meeting to order at 9:00 a.m.

The meeting was held in person and was also available via teleconference.

Present in person: Commissioner Darrell McCallum

Present via teleconference: Commissioners John Garcia and Andrea Arteaga-Morris

Staff present: Secretary/Chief Examiner Anita Palacios

2. MINUTE APPROVAL – JUNE 7, 2021 SPECIAL MEETING

On motion by Commissioner McCallum, second by Commissioner Garcia, the Commission approved the minutes of the June 7, 2021 special meeting.

3. NEW BUSINESS

A. Certify Police Officer Eligibility List

Secretary/Chief Examiner Palacios explained that the examination to establish an eligibility list for the classification of Entry Level Police Officer was held on July 26, 2021 with seven (7) entry level applicants in attendance.

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. Three (3) applicants passed the written test.

Physical Ability Test. The physical ability test was comprised of squat thrusts, push-ups, sit-ups and 1.5-mile run. The physical ability test was pass or fail. All seven (7) 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) applicants passed the oral board.

Application of Veterans' Preference: No applicants were 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
Jordan Durbin	80.8%	91.3%	86.1%	NA	86.1%	1
Trevor Veiga	80.5%	78.7%	79.6%	NA	79.6%	2

On motion by Commissioner McCallum, second by Commissioner Arteaga-Morris, the Civil Service Commission certified the Entry Level Police Officer eligibility list for a one year period to August 9, 2022 and directed that the names of the two applicants from the eligibility list be provided to the Police Chief to determine the candidate best qualified for appointment to any vacant positions.

B. Certify Police Dispatcher Eligibility List

Secretary/Chief Examiner Palacios explained that currently, the City was advertising the position of Police Dispatcher as open until filled. As applications were received, the written test and oral board interview were being conducted with the applicants. To date, two applicants completed the testing process.

Examination Parts and Weights. The examination consisted of two segments--written test and oral board. Percentage weights were assigned to each segment 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 examination consisted of reading comprehension, alphabetizing, spelling, grammar and mapping. Applicants must pass with a 70% or better test score. Both applicants passed the written 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. Applicants must pass with a 70% or better score. Both applicants passed the oral board.

Application of Veteran Credit: The applicants were not eligible for veteran credit.

Eligibility List: Following was the eligibility list:

Applicant Name	Written Score %	Oral Score %	Sub-Total %	10% Veteran Credit	Total Score %	Rank
Martha Marquina	80%	79.3%	79.7%	-0-	79.7%	1
Clifford Steelman	76%	72.7%	74.3%	-0-	74.3%	2

On motion by Commissioner Arteaga-Morris, second by Commissioner McCallum, the Civil Service Commission certified the Police Dispatcher eligibility list for a one year period to August 9, 2022 and directed that the two names be provided to the Police Chief to determine the candidate best qualified for appointment to any vacant positions.

4. ADJOURNMENT

The meeting was adjourned at 9:15 a.m.

Commissioner John Garcia

Anita Palacios, Secretary/Chief Examiner

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

Meeting Date: October 20, 2021 – Special Meeting
Agenda Item: Certify Police Dispatcher Eligibility List
Title: Rule 8.19 - Report of Examination
Presented by: Anita Palacios, Secretary/Chief Examiner

Summary: Currently, the City is advertising the position of Police Dispatcher as open until filled. As applications are received, the written test and oral board interview are being conducted with the applicants. To date, two applicants have completed the testing process.

Examination Parts and Weights. The examination consisted of two segments--written test and oral board. Percentage weights were assigned to each segment 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 examination consisted of reading comprehension, alphabetizing, spelling, grammar and mapping. Applicants must pass with a 70% or better test score. Both applicants passed the written 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. Applicants must pass with a 70% or better score. Both applicants passed the oral board.

Application of Veteran Credit: The applicants were not eligible for veteran credit.

Eligibility List: Following is the eligibility list:

Applicant Name	Written Score %	Oral Score %	Sub-Total %	10% Veteran Credit	Total Score %	Rank
Kira Harvey	83	81.7	82.3	-0-	82.3	1
Melissa Chavez-Garcia	79	76	77.5	-0-	77.5	2

Recommendation and Suggested Motion: "I move that the Civil Service Commission certify the Police Dispatcher eligibility list for a one year period to October 20, 2022 and direct that the two names be provided to the Police Chief to determine the candidate best qualified for appointment to any vacant positions."