



Civil Service Commission Meeting Minutes
Wednesday, June 09, 2021, 5:00 PM
Fire Station 42, 4321 NW Parker ST

NOTE: Please see the published Agenda Packet for all item file attachments

CALL TO ORDER

The meeting was called to order by Martin Burrows at 5:05 PM.

ROLL CALL

Present: Martin Burrows, Richard Rodgers

Excused: Ron Goodpaster

Staff: Captain Shyla Nelson, Director Jennifer Gorsuch, Secretary Kacie Jones,

MINUTES TO BE APPROVED

1. April 14, 2021 Regular Meeting Minutes

It was moved by Rodgers, seconded by Burrows, that the April 14, 202 regular meeting minutes, be approved. The motion carried unanimously.

MEETING ITEMS

2. **Police Department Request to Test for Lead Records Clerk**

Presenter: Captain Shyla Nelson and Jennifer Gorsuch

Director Gorsuch gave an overview of the internal advertisement component, and that fewer than 3 qualified internal applicants applied, which will require an external hiring process. Captain Nelson reviewed the previous test process, which included not administering a written exam if fewer than 23 qualified candidates apply.

It was moved by Rodgers, seconded by Burrows, that the request to test, observing the prior testing process, be approved. The motion carried unanimously.

3. Police Department Request to Test for Lateral and Entry Level Officer

Presenter: Captain Shyla Nelson

Captain Nelson explained the current and future openings in the Police Department that necessitate a testing process. As with past practice, the department would like to seek lateral applicants as well as entry level.

It was moved by Rodgers, seconded by Burrows, that the request to test be approved. The motion carried unanimously.

4. Police Department Request to Test for Code Enforcement Officer

Presenter: Captain Shyla Nelson

Captain Nelson reviewed the vacancy in the Code Enforcement position and gave an overview of the previous hiring process.

It was moved by Rodgers, seconded by Burrows, that the request to test be approved. The motion carried unanimously

OTHER ITEMS

REPORTS

ADJOURNMENT

The meeting was adjourned at 5:24 PM