



CITY OF  
**TUMWATER**

**CIVIL SERVICE COMMISSION  
MEETING AGENDA**

**Online via Zoom and In Person at  
Tumwater City Hall, Sunset Room, 555  
Israel Rd. SW, Tumwater, WA 98501**

**Thursday, March 13, 2025  
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
  - a. Approval of Civil Service Commission Minutes, February 13, 2025
5. Formal Protest Report - Sgt. Assessment
6. Formal Protest Report - Firefighter
7. Status of February Eligibility List Update
8. Approval of Fire Training Lieutenant Eligibility List
9. Approval of Entry Level Firefighter Eligibility List
10. Approval of Entry Level Police Eligibility List
11. Police Sergeant Eligibility List
12. Class Spec Update - PSSI
13. Updates
14. Next Meeting Date - 04/10/2025
15. Adjourn

**Meeting Information**

All commission members will be attending remotely. The public are welcome to attend in person, by telephone or online via Zoom.

**Watch Online**

<https://us02web.zoom.us/j/84502023796?pwd=OVDik6lnJJHmvgMRqSPYUhwBeuayeA.1>

**Listen by Telephone**

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 845 0202 3796 and Passcode 572444.

**Public Comment**

The public may submit comments by sending an email to [calmon@ci.tumwater.wa.us](mailto:calmon@ci.tumwater.wa.us), no later than

4:00 p.m. the day of the meeting. Comments are submitted directly to the Commission members and will not be read individually into the record of the meeting.

**Post Meeting**

Video of this meeting will be recorded and posted on our City Meeting page: <https://tumwater-wa.municodemeetings.com>.

**Accommodations**

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City's ADA Coordinator directly, call (360) 754-4129 or email [ADACoordinator@ci.tumwater.wa.us](mailto:ADACoordinator@ci.tumwater.wa.us). For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384.

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
FEBRUARY 13, 2025 Page 1**

**CONVENE:** 5:30 p.m.

**PRESENT:** Chair Blake Chard and Commissioner Pat Schneider.

Staff: Secretary/Chief Examiner Michelle Sutherland, Fire Chief Brian Hurley, Deputy Fire Chief Shawn Crimmins., and Deputy Police Chief Jay Mason.

**CHANGES TO AGENDA:** The Commission approved a request to add a Battalion Fire Chief Eligibility List to the agenda.

**APPROVAL OF CIVIL SERVICE COMMISSION MEETING MINUTES – JANUARY 9, 2025:**

**MOTION:** **Commissioner Schneider moved, seconded by Chair Chard, to approve the minutes of January 9, 2025 as presented. A voice vote approved the motion.**

**STATUS OF FEBRUARY ELIGIBILITY LISTS:** Chief Examiner Sutherland reviewed the status of the eligibility lists. Active and continuous lists remain effective. A Battalion Fire Chief Eligibility List is scheduled for expiration in February. A Fire Lieutenant Promotional Eligibility List was added to the list. There are no other changes proposed to the lists.

**MOTION:** **Commissioner Schneider moved, seconded by Chair Chard, to approve the February Eligibility Lists as presented. A voice vote approved the motion.**

**ENTRY LEVEL POLICE ELIGIBILITY:** Chief Examiner Sutherland reported six candidates are proposed for addition on the list. No names are proposed for removal from the list. The new list contains 25 candidates.

**MOTION:** **Commissioner Schneider moved, seconded by Chair Chard, to approve the Entry Level Police Officer Eligibility List as presented. A voice vote approved the motion.**

**FIRE LIEUTENANT ELIGIBILITY LIST:** Chief Examiner Sutherland reported the proposal includes the addition of nine candidates to the list, which is effective through February 2026.

**MOTION:** **Commissioner Schneider moved, seconded by Chair Chard, to approve the Fire Lieutenant Eligibility List as presented. A voice vote approved the motion.**

**PARAMEDIC** Chief Examiner Sutherland presented the proposed list with the

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MINUTES OF VIRTUAL MEETING  
FEBRUARY 13, 2025 Page 2**

**LIEUTENANT ENTRY  
LEVEL ELIGIBILITY  
LIST:**

addition of three candidates. The list expires in February 2026. Staff is seeking approval of the Paramedic Lieutenant Entry Level Eligibility List as presented.

Chair Chard questioned the inclusion of the same three candidates who are also included on the Fire Lieutenant Eligibility List.

Fire Chief Hurley explained that all candidates testing either for the Paramedic Lieutenant or Fire Lieutenant positions must complete a tactical employee assessment. Candidates wishing to be considered for the Paramedic Lieutenant position must complete an oral board. All candidates must qualify as a Fire Lieutenant.

**MOTION:**

**Commissioner Schneider moved, seconded by Chair Chard, to approve the Paramedic Lieutenant Entry Level Eligibility List as presented. A voice vote approved the motion.**

**PARAMEDIC  
FIREFIGHTER  
ELIGIBILITY LIST  
UPDATE:**

Chief Examiner Sutherland said the Paramedic Firefighter Eligibility List is a continuous list.

Fire Chief Hurley advised that the notation on the list of candidates “removed in error” was the result of an oversight when several other candidates were removed from the list in January. Inadvertently, several other candidates were also removed from the list. Those candidates should remain on the list that expires in December 2025.

**MOTION:**

**Commissioner Schneider moved, seconded by Chair Chard, to approve the Paramedic Firefighter Eligibility List as corrected. A voice vote approved the motion.**

**PROBATIONARY  
PERIOD EXTENSION:**

Chief Examiner Sutherland reported the proposal is for approval of an extension of the probationary period of Firefighter Christian Metzler to end after his shift on September 19, 2025. Firefighter Metzler was hired in May 2024 and suffered an injury while attending the fire academy. He was subsequently placed on medical leave until returning to light duty. The Department is requesting the extension of firefighter Metzler’s probationary period to account for the time on medical leave.

Fire Chief Hurley added that ideally, candidates should be working during the probationary period of one year. If an individual is on medical leave or absent for other circumstances for an extended period, it is common for the fire department to request an extension of the probationary period.

Commissioner Schneider asked whether other employees would be assuming some of the job responsibilities if the individual is unable to perform all duties during the probationary period. Fire Chief Hurley

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MINUTES OF VIRTUAL MEETING  
FEBRUARY 13, 2025 Page 3**

responded that if the firefighter is scheduled as part of a shift of minimum staffing of 11 personnel and was unable to perform all duties, the shift would need to be backfilled with another firefighter working overtime. However, when the individual returned to light duty and was unable to respond in the capacity as a firefighter, the individual was able to accomplish other projects and tasks that related to the position during the probationary period. When an individual is unable to work a full shift, the fire department must often cover the position through overtime support. It is not uncommon for the department to experience absences of extended periods of personnel for injuries, personal matters, and other reasons. In all cases, the Fire Department must maintain minimum staffing. The fire department did not experience an undue burden for this particular incident.

**MOTION:**

**Chair Chard moved, seconded by Commissioner Schneider, to approve extension of the probationary period of Firefighter Christian Metzler to September 19, 2025. A voice vote approved the motion.**

**PUBLIC SAFETY  
TESTING  
TRANSITION:**

Chief Examiner Sutherland reported Public Safety Testing notified the City along with other entities in the state that it is transitioning to a new exam for police officers effective March 1, 2025. The company recommends the City of Tumwater continue to use the existing eligibility list for police officers until the list expires or no longer contains any names. Concurrently, when new testing occurs after March 1, 2025, any candidates will be added to the existing list until the list expires.

Commissioner Schneider questioned the differences between the tests. Chief Examiner Sutherland said the new test is transitioning to the Guardian Selection Inventory (GSI), which is designed to evaluate a broader range of essential traits for success in modern public safety roles providing for an approved evaluation of a candidate's suitability for those positions.

Commissioner Schneider asked whether the new test would better align testing standards with other cities, such as Olympia or Lacey. Deputy Police Chief Mason advised that Public Safety Testing provides standardized testing across the state. Periodically, the testing is evaluated against changes in the industry and updated. The City has utilized the services provided by Public Safety Testing for nearly two decades.

Commissioner Schneider asked about the possibility of receiving a copy of the old and new tests for her own edification. Deputy Police Chief Mason advised that it is unlikely the company would release copies of the tests.

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**RECLASSIFICATION  
TO EXECUTIVE  
ASSISTANT, WITH  
CLASS  
SPECIFICATION:**

Chief Examiner Sutherland requested approval of the reclassification of the Administrative Assistant in Fire to Executive Assistant. She referred to an updated position description for the Commission’s review.

Commissioner Schneider reported she compared the updated position description for the Executive Assistant to the Administrative Assistant position description and found that the revised description provided more clarity and clearly defined the higher level of executive level of support, policy development, and departmental leadership for the Executive Assistant versus the Administrative Assistant. She appreciated receiving the updated position description.

**MOTION:**

**Chair Chard moved, seconded by Commissioner Schneider, to approve the reclassification of the Administrative Assistant to Executive Assistant, Fire as presented.**

**FIRE DEPARTMENT  
TRAINING  
LIEUTENANT  
TESTING PLAN:**

Chief Examiner Sutherland requested approval of the proposed testing plan for the Training Lieutenant position in the fire department effective February 14, 2025 for a job posting with a closing date of February 25, 2025. Candidate screening is scheduled followed by the oral board.

Fire Chief Hurley advised that the current Training Lieutenant recently announced his retirement effective the end of February. The retirement has created the need to fill the training position within the fire department.

**MOTION:**

**Chair Chard moved, seconded by Commissioner Schneider, to approve the Training Lieutenant Testing Plan as presented. A voice vote approved the motion.**

**BATTALION FIRE  
CHIEF ELIGIBILITY  
LIST:**

Chief Examiner Sutherland requested consideration of extending the current Battalion Fire Chief Eligibility List to February 2026.

Fire Chief Hurley said the request is only for an extension. The list was originally approved in March 2024. Because of alternating testing for Battalion Fire Chief and Fire Lieutenant positions, the fire department would like extend the list acknowledging that no positions are currently open. However, the department would like to retain the list for another year in the event a position becomes available.

**MOTION:**

**Chair Chard moved, seconded by Commissioner Schneider, to approve extension of the Battalion Fire Chief Eligibility List to February 2026 as requested. A voice vote approved the motion.**

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**UPDATES:**

Deputy Police Chief Mason reported on the announcement of Police Chief Weiks retirement after 37 years with the City of Tumwater Police Department effective at the end of February 2025. The department is moving forward to fill the position.

The department completed an assessment center exam for the Sargent position. The Commission approved the exam plan in December 2024. Results of the exam will be presented to the Commission at its March meeting.

Currently, five new police officers are in process with one officer scheduled to attend the academy, a lateral officer scheduled to attend the lateral academy, and three officers completing the hiring process.

Fire Chief Hurley reported on the completion of the Fire Lieutenant testing. The department was pleased with the number of candidates interested in the position. Many of the newer employees over the last five years expressed interest in assuming leadership roles.

Fire Training Lieutenant Jon Kalar recently announced his retirement. Lieutenant Kalar has been a member of the fire department for many years.

The department hired several Paramedics to staff the new medic unit at the end of 2025. The group of ten, with the exception of one new hire, have been attending the Advanced Life Support Academy, a medical academy on Thurston County protocols. The academy is scheduled to end on February 20, 2025. The five lateral candidates will return to the fire department for onboarding. The remaining five employees are scheduled to attend the South Sound Academy sponsored by Lacey Fire District 3, a 16-week fire academy scheduled to conclude in June 2025.

**NEXT MEETING  
DATE:**

The next meeting is scheduled on Thursday, March 13, 2025.

**ADJOURNMENT:**

**With no further business, Chair Chard, to adjourn the meeting at 5:58 p.m.**

\_\_\_\_\_  
Blake Chard, Chair

\_\_\_\_\_  
Michelle Sutherland, Secretary Chief Examiner



## **Formal Protest Report: March 13 , 2025**

### **Discussion Item:**

Tumwater Police Department employees Sawyer Smith, Tim Rios, James Moran, and Brandt Baker protested they were not able to review their materials (scoring sheets) and learn the specific areas where they could improve after seeing the points they missed in the assessment, per Civil Service Rule 8.13 Inspection of Rating Standards. In addition, they believe their inability to review the rating documents leaves them unable to verify accuracy of test scores which would allow them to protest any errors they would have believed to have occurred. Their specific request is to appeal to the Commission to contest this Sergeant Assessment Center process and have a new Assessment Center conducted per Rule 8.16.

### **Background:**

On February 12, 2025, at 8:30 am a Sergeant Assessment Center oral examination was conducted by the City of Tumwater at United Methodist Church in Tumwater, WA. This process provides a structured, fair, and competency-based approach to police promotions. Seven internal Tumwater Police Department candidates elected to participate in the assessment center. All candidates had previously passed the written portion of the Exam Plan which was held in January 2025. At approximately 7:30 am, Commander Jay Mason, Secretary Examiner Michelle Sutherland, Lt. Jennifer Kolb, Lt. Carlos Quiles, Lt. Ken Driver, and Administrative Manager Laura Wohl began room set-up for the exercises.

The Assessment Center structured evaluation process is utilized to assess candidates for promotion to the rank of sergeant within the Police Department. The process utilized four assessment exercises designed to evaluate key competencies required for effective leadership, decision-making, and supervision in law enforcement. Exercise 1 – Oral Resume, Exercise 2 – Employee Relations, Exercise 3 – Community Presentation, and Exercise 4 – Practical Table Top. Each exercise required a minimum of a 70% score to pass the Sergeant Assessment Center.



Tumwater PD administrative and command staff acted as facilitators in the exercises. Each exercise is designed to assess specific competencies and is observed and scored by external raters. To ensure neutrality and objectivity, the external raters utilized in each assessment center were experienced law enforcement professionals from outside agencies. Two raters were present in each of the four assessment centers. Candidates received a numerical score between 0-100 from each rater based on their performance in each individual exercise. Exercise scoring was completed by averaging the score of each rater and assigning that average to each of the candidates four exercises.

At 8:30 am, four candidates began rotating through the four oral Assessment Center exercises; Navarro, Baker, Moran, and Dawson. The afternoon session began at 12:30 pm with the remaining three candidates; Rios, Smith, and Johnson.

At approximately 4:00 pm, after all candidates had completed the required Assessment Center exercises, all external raters, Tumwater PD facilitators, Commander Mason, and Secretary Examiner Sutherland met together in the break room. Commander Mason thanked the law enforcement professionals that assisted with the Assessment Center process. Administrative Manager Wohl collected the score sheets and notes for each exercise directly from each rater, organizing each of the four exercises into four separate packets.

The exercise scoring sheets were handed directly to Secretary Examiner Sutherland by Administrative Manager Wohl by individual exercise. The Secretary Examiner entered the candidate scores given by each rater directly into an excel spreadsheet labeled "Sergeant Test Scores 2.12.25" with TPD command and administrative staff present in the room. The Assessment Center spreadsheet computed the average score for each candidate in each of the four exercises. After completing data entry of the scores, Secretary Examiner Sutherland then handed the scoring sheets back to Administrative Manager Wohl. Administrative Manager Wohl collected all original paperwork, including the assessor's packets/notes, and scoring sheets. There is no reason to believe and no evidence provided that would indicate that scores were transcribed into electronic format erroneously or to the detriment of any candidate.

Upon entry of all rater scores into the spreadsheet, it was determined that three of the seven candidates had a passing score in the Sergeant Assessment Center. Three candidates passing all oral exercises of the Sergeant Assessment Center included officers Danielle Dawson, Rachael Johnson, and Peter Navarro. Candidates that did not pass all exercises included candidates Sawyer Smith, Tim Rios, Brandt Baker, and James Moran. This information was shared verbally with TPD command and administrative staff, and the completed scoring spreadsheet was immediately emailed to Commander Mason.

On Tuesday morning, February 18, 2024, Secretary Examiner Sutherland met with Officers Rios, Moran, and Smith to review the scores they received in the oral Sergeant Assessment Center. Sutherland reviewed the Assessment Center scores with each candidate in the excel spreadsheet. Each candidate then asked to review the rating sheets for feedback purposes.

Sutherland directed each candidate to Commander Mason or Administrative Manager Wohl to review the rating sheets as they were given to Administrative Manager Wohl at the conclusion of the Assessment Center. Commander Mason then discovered the scoring sheets were accidentally included with other paperwork that was disposed of the day following the Assessment Center.

The Tumwater Police Guild and the candidates that did not pass the oral Assessment Center then emailed Secretary Examiner Sutherland, which was timely, noting that without being able to view individual rating sheets they would be unable to verify that their scores were calculated correctly. Their specific request is to appeal to the Commission to contest this Sergeant Assessment Center process and have a new Assessment Center conducted per Rule 8.16.

### **Chief Examiner Findings and Conclusion:**

City of Tumwater Civil Service Rule 8.13 Inspection of Rating Standards states “applicants shall be allowed a period of five business days, following the mailing date of notification of the examination results, in which each may inspect their answers and the rating standards by which they have been rated during any part of the examination”. Rating Standards are not scoring sheets.

The City of Tumwater has acted within its procedural framework regarding competitive examinations. While rating materials may have been destroyed, the employee’s rights under the Civil Service Rules were not violated, as they had the opportunity to review the rating standards, their results, file timely protests, and receive due process under established guidelines. The City of Tumwater has established fair and impartial examination procedures under Rule 8, ensuring that all candidates are evaluated based on merit.

Rule 8.20 states that certain examination records must be preserved for a period of five years. It specifically states: (a) All copies of the written examination; (b) All questions submitted by the examiner for the oral examination and the answers thereto; (c) The explanatory statement concerning the standards and relative weights assigned to each examination; (d) The individual answers given by each applicant in those parts of the examination when answers on record thereto can be maintained; (e) A summary or narrative statement of the examination showing the method of testing used or the general nature of the examination, the weights of the various parts, the time and place each part was given, the minimum scores required, if any, and the names of the examiners. As this Assessment Center included four oral exercises, raters score sheets/notes are not considered a permanent record of examination, the raters final scores are, which were provided digitally to each candidate.

The City's oral assessment process, including rating and scoring, follows a standardized system that applies to all candidates equally. The lack of access to specific rating forms does

not imply bias or unfair treatment if all candidates were subject to the same procedural conditions, which they were. Under Rule 8.12, applicants receive notification of their examination results, including their total score and standing. Even if rating materials are no longer available, the candidate has already been given their final scores and feedback from command staff within the required timeframe. As the final scores and rankings were lawfully determined under the City's procedures, the absence of rating forms does not constitute a denial of their rights under the Civil Service Rules.

After reviewing the totality of the circumstances, Secretary Examiner Sutherland requests approval of the Sergeant Eligibility List as presented on the Civil Service Commission agenda dated March 13, 2025.



## **Formal Protest Report: March 13 , 2025**

### **Discussion Item:**

- Entry Level Firefighter Candidate Derek Shorey submitted a Formal Protest Letter (Pages 3-4) challenging his score, citing the merits of his responses during his Speed Interview, which is an initial step in the recruitment process.

### **Background:**

- In our Entry Level Firefighter recruitment process, one of the initial steps is to pass a speed interview with a score of 70% or higher. Candidate Shorey received a final score of 68.40%. Following this, Candidate Shorey filed a formal protest of his score in accordance with Civil Service Rule 8.14. This agenda item presents the resulting report as per Rule 8.15.

#### **8.14 PROTESTS AGAINST RATINGS TO THE SECRETARY/CHIEF**

**EXAMINER.** If the applicant believes that an error has been made, they may, during the final five-day period referred to in the preceding rule, make a protest in writing, stating specifically where they believe the error has been made. Each protest shall be in writing and shall give specific facts and reasons to support the protest. No protest may be made after the five-day period. Upon receipt of a written protest or request for re-rating, a review of the protest shall be made by the Secretary/Chief Examiner, who shall pass on all such protests or requests and make necessary corrections in grades or rating.

**8.15 REPORT ON EXAMINATION.** After the expiration of the five-day period and after the Secretary/Chief Examiner has passed on all protests and has corrected any errors, they shall submit a complete report on each examination to the Commission, including a report on all protests in connection with the examination and the disposition of such protests, and shall rank the applicants according to their relative scores.

### Feedback from Panelists:

1. Tell us your personal story and outline what assets you can bring to a fire and emergency medical services team. **Score: 7 - Minimally Qualified** The candidate mentioned that he enjoys being in front of people, has experience as a BLS instructor, and has a desire to help his community. However, he did not demonstrate an intrinsic interest in fire and emergency services, noting that his interest stemmed from a suggestion. Additionally, the candidate did not provide any previous experience or certifications in fire services, nor did he specify any steps he has taken to prepare for a career in this field.
2. Tell us about a time when you helped someone. **Score: 7 - Minimally Qualified** The candidate mentioned that he has taught many people in Basic Life Support (BLS). He shared a story about intervening when a child was being bullied, expressing that he enjoyed helping and that it was a pivotal moment for him. However, the candidate did not demonstrate a service mentality, as his example was from his childhood and did not relate to his professional experiences.
3. Tell us about a recent experience that demonstrates your ability to work with a variety of people, especially people that may be different than you. **Score 6.5 - Nearly Qualified** The candidate mentioned having experience with people with disabilities and children. However, he did not connect this experience to the workplace or demonstrate an understanding of the value of diversity in a professional setting. He also did not show awareness of how communication styles and approaches may need to be adapted based on individual and cultural differences. Additionally, the candidate did not demonstrate that he proactively seeks information from individuals with different backgrounds

### Chief Examiner Findings and Conclusion:

- Overall, the interview panel found the candidate to be nearly qualified for the position. However, his primary weakness was the inability to effectively demonstrate strength or experience in working with people from diverse backgrounds. Given that this role heavily involves interacting with a diverse public, the candidate failed to demonstrate the necessary competency in this area and was rated as nearly qualified. Additionally, in other categories, the candidate did not provide sufficient relevant background, training, certifications, or experience to be rated higher than minimally qualified for a position in emergency services. In conclusion, I uphold the panelists' ratings and do not advocate for any changes to this candidate's score.

### Formal Protest Letter:

**Darrik Shorey**

9520 NE 72<sup>nd</sup> St

Vancouver, WA 98662

[Darrikshorey@gmail.com](mailto:Darrikshorey@gmail.com)

360-909-4911

Date: 2/18/25

**Tumwater Fire Department**

555 Israel Road SW

Tumwater, WA 98501

360-754-4122

To the Chief Examiner,

I am writing to formally protest the interview score I received for the firefighter position at Tumwater Fire Department. After reviewing my performance and qualifications, I believe the score does not accurately reflect my knowledge, experience, and the responses I provided during the interview.

During the interview, I demonstrated a strong understanding of firefighting principles, as well as the importance of teamwork and cohesion. I specifically referenced Tumwater's 2024 Strategic Plan (Goal #4, Objective #4, Line #4), emphasizing how my tenure as a BLS instructor at Fire District 5 reinforced my belief that educating the community uplifts the community. Additionally, my extensive experience in the private sector as a business development manager has provided me with valuable skills in public engagement and relationship-building—qualities essential to the role of a firefighter.

The nature of this protest underscores that my motivations and alignment with Tumwater Fire Department's values may have been misrepresented. I have studied the Tumwater 2024 Strategic Plan extensively, researched the department's history and development, and even followed its recent public outreach efforts. My commitment to this role extends beyond the position itself; it is rooted in a deep desire to serve. As I stated in the final minutes of my interview:

*"Like everyone here, it is my dream to become a firefighter. That said, I can't help but feel as though these types of interviews force me to put myself on a pedestal and be disingenuous. Regardless of my pedigree or my passion, I want you to know that it isn't just about the position for me—it's about being a servant to the people. And regardless of what happens with my candidacy, I will be out in the world helping anyone I can because that is what I was put on this earth to do."*

I respectfully request a review of my evaluation and a reconsideration of my candidacy based on the merits of my responses. I would appreciate the opportunity to address any concerns or clarify any specific areas where my score did not reflect my qualifications.

Thank you for your time and consideration. I remain fully committed to pursuing this career and would greatly appreciate the opportunity to further discuss my qualifications.

Sincerely,  
Darrik T. Shorey



## STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – March 2025

Name of List (Fire)	Date Established	Date Renewed	Date of Expiration
Administrative Assistant	No List		
Deputy Fire Chief	No List		
Battalion Chief	February 2024	February 2025	February 2026
Fire Capt. Promotional	No List		
Fire Lt. Promotional	February 2025		February 2026
Captain-MSO Promotional	No List		
Firefighter/ Paramedic	Active Continuous		Active Continuous
Firefighter (Entry)	March 2025		March 2026
Lateral Paramedic Firefighter	Active Continuous		Active Continuous
MSO Battalion Chief	February 2024	February 2025	February 2026
Paramedic Lieutenant	February 2025		February 2026
Fire Training Lt.	March 2025		March 2026
Lateral Firefighter	Active Continuous		Active Continuous
Voluntary Transfer	No List		
FF / Paramedic to FF	No List		
Fire Department Assistant II	August 2024		August 2025
Lateral Fire Prevention Officer	November 2024		November 2025
Name of List (Police)	Date Established	Date Renewed	Date of Expiration
Police Commander	No List		
Police Lt. Promotional	No List		
Police Sgt. Promotional	No List		
Police Management Analyst	No List		
Police Officer (Entry)	Active Continuous		Active Continuous
Police Officer (Lateral)	Active Continuous		Active Continuous
Police Officer (Certified)	No List		
Police Admin. Manager	No List		
Police Records Clerk	No List		
Department Assist. II	No List		
Police Svc Specialist I	No List		
Police Svc Specialist II	No List		

Tumwater City Hall  
555 Israel Road SW  
Tumwater WA 98501

[www.ci.tumwater.wa.us](http://www.ci.tumwater.wa.us)





*CIVIL SERVICE COMMISSION*  
**FIRE TRAINING LIEUTENANT**

Examination Date: March 2025  
 Approval Date: March 2025  
 Expiration Date: March 2026

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Jarrod Simmons	80.00	March 2025	March 2026

APPROVED:

\_\_\_\_\_

CHAIR

\_\_\_\_\_

DATE

**Added to the list:**

- Jarrod Simmons

**Removed from List:**



*CIVIL SERVICE COMMISSION*  
**Entry Level Firefighter**

Examination Date: March 2025  
Approval Date: March 2025  
Expiration Date: March 2026

<b>RANK</b>	<b>NAME</b>	<b>EXAM SCORE</b>	<b>APPROVAL DATE</b>	<b>EXPIRATION DATE</b>
1	Cheyenne Rinker	97.97	March 2025	March 2026
2	David Espinoza	94.83	March 2025	March 2026
3	Arthur Getchman	90.58	March 2025	March 2026
4	Timothy Guting	88.19	March 2025	March 2026
5	Michael Martinez	88.11	March 2025	March 2026
6	Kaya Frost	86.35	March 2025	March 2026
7	Kayla Garcia	86.01	March 2025	March 2026
8	Jonathan Trujillo	85.78	March 2025	March 2026
9	Dylan McGillen	85.00	March 2025	March 2026
10	Garth Lervold III	84.91	March 2025	March 2026
11	Levi Orem	84.65	March 2025	March 2026
12	Allison Dorny	83.82	March 2025	March 2026
13	Donald Ragsdale	83.62	March 2025	March 2026
14	Douglas Neighbors	83.53	March 2025	March 2026
15	Raul Diaz	82.83	March 2025	March 2026
16	William Crabb	81.49	March 2025	March 2026
17	Cody Reavis	81.13	March 2025	March 2026
18	Alex Nowjack	81.03	March 2025	March 2026
19	Rory Cunningham	80.21	March 2025	March 2026
20	Kaden Carpenter	79.21	March 2025	March 2026
21	Chase Roskelley	78.96	March 2025	March 2026
22	Ben Schaufele	78.60	March 2025	March 2026
23	Brandon Jessen	78.16	March 2025	March 2026
24	Collin Newberry	78.02	March 2025	March 2026
25	Ethan Stone	76.22	March 2025	March 2026
26	Cody Falgout	75.12	March 2025	March 2026
27	Alexandra Dines	74.37	March 2025	March 2026
28	Christopher Smith	74.36	March 2025	March 2026
29	Christian Scholl	74.23	March 2025	March 2026

APPROVED:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
DATE

**Added to the list:**

- Cheyenne Rinker, David Espinoza, Arthur Getchman, Timothy Guting, Michael Martinez, Kaya Frost, Kayla Garcia, Jonathan Trujillo, Dylan McGillen, Garth Lervold III, Levi Orem, Allison Dorny, Donald Ragsdale, Douglas Neighbors, Raul Diaz, William Crabb, Cody Reavis, Alex Nowjack, Rory Cunningham, Kaden Carpenter, Chase Roskelley, Ben Schaufele, Brandon Jessen, Collin Newberry, Ethan Stone, Cody Falgout, Alexandra Dines, Christopher Smith, Christian Scholl

**Removed from List:**



*CIVIL SERVICE COMMISSION*  
**POLICE OFFICER - ENTRY LEVEL**

Examination Date: Continuous  
 Approval Date: February 2025  
 Expiration Date: Continuous

<b>RANK</b>	<b>NAME</b>	<b>EXAM SCORE</b>	<b>APPROVAL DATE</b>	<b>EXPIRATION DATE</b>
1	Stuart Bowman	104.20	January 2025	January 2026
2	Austin Dewees	98.12	January 2025	January 2026
3	Alixander Holman	93.61	November 2024	November 2025
4	Remington Cochran	86.65	December 2024	December 2025
5	Jordan Herrmann	83.62	January 2025	January 2026
6	Brittani Turner	83.36	November 2024	November 2025
7	Robbie Perry	82.93	January 2025	January 2026
8	Dylan Parker	81.14	January 2025	January 2026
9	Karl Penn	80.98	August 2024	August 2025
10	Patrick McMeel	80.61	February 2025	February 2026
11	Edward Owen	79.11	October 2024	October 2025
12	Jonathan Rivera	79.06	February 2025	February 2026
13	Antonio Paone	78.96	January 2025	January 2026
14	Colin Gilbert	78.04	January 2025	January 2026
15	Joshua Stolz	77.37	February 2025	February 2026
16	Brandon Hopkins	76.44	March 2024	March 2025
17	Aaron Renaud	76.36	December 2024	December 2025
18	Tyson Byington	76.34	January 2025	January 2026
19	Garrett Gee	75.60	February 2025	February 2026
20	Robert Docherty	75.25	October 2024	October 2025
21	Samuel Ruvalcaba	73.66	February 2025	February 2026
22	Bobbi-Jo Smith	73.50	February 2025	February 2026
23	Adam Davis	72.98	May 2024	May 2025
24	Vu Ngoc Nguyen	72.75	March 2024	March 2025
25	Javier Villegas Magallon Jr	72.22	January 2024	January 2025

APPROVED:

\_\_\_\_\_ CHAIR

\_\_\_\_\_ DATE

**Added to the list:**

- Joshua Stolz
- Garrett Gee
- Patrick McMeel
- Samuel Ruvalcaba
- Jonathan Rivera
- Bobbi-Jo Smith

**Removed from List:**

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*CIVIL SERVICE COMMISSION*  
**POLICE SERGEANT**

Examination Date: February 12, 2025  
Approval Date: March 2025  
Expiration Date: March 2026

<b>RANK</b>	<b>NAME</b>	<b>EXAM SCORE</b>	<b>APPROVAL DATE</b>	<b>EXPIRATION DATE</b>
1	Rachael Johnson	83.52	March 2025	March 2026
2	Peter Navarro	83.28	March 2025	March 2026
3	Danielle Dawson	83.20	March 2025	March 2026

**Added to List:**

- Rachael Johnson
- Peter Navarro
- Danielle Dawson



**TO: Civil Service Commission**

**FROM: Michelle Sutherland, Secretary Examiner**

**DATE: March 13, 2025**

**SUBJECT: Class Spec Update: 140 Police Services Specialist 1**

**Recommended Action:**

- Approve the updated verbiage of the Police Services Specialist 1 Class Spec.

**Background:**

- For many years, the administrative staff in the Tumwater Police Department (TPD) each held different classifications that reflected specialized job duties. However, over time the model no longer worked because of the need for staff to be cross trained in order to provide reliable coverage for the growing number of responsibilities held by the division. Additionally, some of the primary duties of the specialized positions, such as data-entry, had disappeared entirely as technology played a bigger role in policing. In 2019, the four separate positions were combined into one, the Police Service Specialist 1 (PSS1) position.

Since 2019, the landscape of police administrative work has changed even more. The current PSS1 classification specification reflects duties that are clerical in nature and does not emphasize the legally required workloads that make up the majority of the daily work of the position. The updated PSS1 job description more clearly describes the relevant tasks of managing public disclosure requests, warrants and civil orders, and law enforcement records dissemination and retention. Additionally, PSS1s no longer have duties related to Evidence. Instead, the Evidence tasks are now the purview of a position created in 2020, the Police Evidence Technician.

The updated classification specification (pages 3 and 4) better describes the duties of the positions. This will help with recruitment by giving applicants a better understanding of the complexity and level of responsibility of the position. It will also assist Human Resources to perform classification studies because they will be able to find similarly described positions in other police departments. The new job description remains flexible enough to accommodate minor changes that inevitably happen in a dynamic profession such as law enforcement.

**Alternatives:**

- No alternatives suggested



**Class Title:** Police Services  
Specialist 1

**Class Code:** 140

**Department:** Police

**Reports To:** Police Administrative Manager

**Salary Grade:** 25

**FLSA Status:** Non-exempt

**Represented:** No

**FTE Status:** FT/PT Salaried

**Competency Level:** Core

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### **General Statement of Duties:**

Under general supervision, performs administrative duties within the Police Department. May perform any of the duties below, alone or in combination.

### **Essential Job Duties:**

The essential functions of this position include but are not limited to:

1. As part of a team, determines how to manage diverse workloads and workload fluctuations in order to meet state and federal deadlines, criminal justice system priorities, and customer expectations.
2. Fulfills public disclosure requests according to State of Washington and City of Tumwater laws and regulations.
3. Ensures records and information systems are maintained in accordance with rules, regulations, security, and other considerations; monitors and adjusts as necessary.
4. Disseminates law enforcement records to other parts of the criminal justice system following applicable laws and regulations.
5. Ensures all warrants and civil orders are entered into databases and maintained in accordance with departmental, State, and Federal guidelines.
6. Evaluates and approves applications for concealed pistol licenses,
7. Serve as the point of contact for the public for police related business.
8. Greets and assists the public in a professional and timely manner, presenting a positive image of the City and the Department.
9. Answers telephones (including multi-line systems), routing calls, accurately recording messages for staff and ensuring receipt of those messages.
10. Processes Accounts Receivable and Accounts Payable invoices related to Department business.
11. Punctual, regular and reliable attendance is essential for successful job performance.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of applicable rules, regulations, laws, and ordinances related to the care and maintenance of a variety of detailed public records, particularly law enforcement records in various formats.
2. Skill in operating personal computer equipment and software including word processing, database, and presentation programs at a level of proficiency to perform position duties and responsibilities.
3. Skill in explaining City procedures to a variety of individuals in such a way as to maintain an atmosphere conducive to the conduct of business.
4. Skill in defusing angry or agitated people.
5. Ability to learn and apply Washington State laws pertaining to the management of warrants and civil orders.
6. Ability to manage technical, complex information systems in compliance with applicable rules and regulations.
7. Ability to manage competing requests for assistance and demanding deadlines.
8. Ability to responsibly work with and manage sensitive criminal justice information using discretion and good judgment and maintaining confidentiality.
9. Ability to work independently from general instructions and broad work expectations.
10. Ability to work cooperatively and effectively as a member of a service-oriented team.
11. Ability to communicate well and present a positive, professional image of City services.
12. Ability to organize work for maximum efficiency.
13. Ability to take, receipt and balance cash payments.
14. Ability to follow verbal and/or written instructions.
15. Demonstrated punctual, regular and reliable attendance is required.

### **Minimum Qualifications:**

1. Sit or stand to review and process paperwork 90% of the time.
2. Lift between 5 and 20 pounds approximately 10% of the time.
3. Reach, twist, and/or turn approximately 50% of the time.
4. Look at a computer screen 100% of the time.
5. Use phone communications approximately 60% of the time.
6. Walk approximately 10% of the time.
7. Sit for an extended period of time approximately 75% of the time.
8. Stoop approximately 5% of the time.
9. Bend approximately 5% of the time.
10. Drive a vehicle approximately 10% of the time

### **Special Requirements:**

1. Achieving Level II ACCESS certification for use of the Washington Crime Information Center (WACIC) and National Crime Information Center (NCIC) within six months of appointment is a condition for continued employment.

2. Successful completion of a pre-employment criminal history background check and polygraph examination is required.
3. Some positions may require ability to lift and/or maneuver boxes weighing up to 40 lbs.

**Contacts:**

1. Employees in this position have extensive contact with other civilian and commissioned Department employees, including police officers, to receive/share information.
2. Employees may also have extensive contact with the general public and others seeking information from the Department.
3. These contacts may be stressful in nature and require the employee to maintain his/her composure and follow Department guidelines under difficult circumstances.

**Supervision:** Supervision is received from a department manager or command staff. Supervision is consultative and is normally limited to communication of priorities or discussion of non-routine work. May supervise lower-level and/or contingent clerical support positions.

**Accountability:** The Police Services Specialist 1 is accountable for providing customers with accurate information and timely completion of tasks.

**Working Conditions:** Positions in this class require regular attendance and are in various office settings. Normal working conditions include repeated keyboard operations, long periods of sitting at a defined workstation, working at service counters, occasional lifting of objects up to 30 lbs., movement within a building and exposure to numerous distractions, noises and interruptions.

**Physical Requirements:** Work is often performed in an office setting. Specific physical requirements and typical working conditions for this position are on file in the Administrative Services Department.

The City of Tumwater is an Equal Opportunity Employer (EOE) and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

The City of Tumwater is committed to wellness, safety, the environment and racial equity.