



**CIVIL SERVICE COMMISSION
MEETING AGENDA**

Online via Zoom

**Thursday, March 10, 2022
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - [a.](#) Approval of Minutes, January 13, 2022
 - [b.](#) Approval of Minutes, February 10, 2022.
- [5.](#) March Status of Eligibility Lists
- [6.](#) March Staff Report for Civil Service
- [7.](#) Civil Service PS1 Examination Plan 2022
8. Next Meeting Date - April 14, 2022
9. Adjourn

Remote Meeting Information

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**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
January 13, 2022 Page 1**

CONVENE: 5:30 p.m.

PRESENT: Chair Eric Trimble and Commissioner Maggie Bean.

Excused: Commissioner Simon Tee.

Staff: Secretary/Chief Examiner James Trujillo, Fire Chief Brian Hurley, and Police Chief Jon Weiks.

**CHANGES TO
AGENDA:** There were no changes to the agenda.

**APPROVAL OF
MINUTES FOR
DECEMBER 9, 2021**

MOTION: Commissioner Bean moved, seconded by Chair Trimble, to approve the December 9, 2021 minutes as presented. Motion carried.

**APPROVAL OF
UPDATED CIVIL
SERVICE RULES:** Chief Examiner Trujillo reported members were briefed on the proposed changes to Civil Service Rules at the last meeting. Most of the changes were housekeeping in nature with the addition of a Police Analyst position and elimination of Secretary as a Civil Service position. The position was updated to the positions of Department Assistant 2 and Department Assistant 3. Other changes updated pronouns throughout the entire document to improve inclusivity.

MOTION: Commissioner Bean moved, seconded by Chair Trimble, to approve the proposed changes to Civil Service Rules as presented. Motion carried.

**STATUS OF
ELIGIBILITY LISTS:** Chief Examiner Trujillo reported the eligibility list for Police Services Specialist 1 was renewed in January 2021 for one year. Based on his interpretation of the rule, the extension is effective from the original date the list was established as opposed to another 12 months. The proposal is an amendment to change the extension from January 2022 to reflect March 2022. There are no other changes to existing eligibility lists.

MOTION: Commissioner Bean moved, seconded by Chair Trimble, to approve the proposed correction to the Eligibility List for Police Services Specialist 1. Motion carried.

**APPROVAL OF
ELIGIBILITY LIST
FOR HIRE: POLICE
MANAGEMENT
ANALYST:** Chief Examiner Trujillo said in October 2021, the Commission approved a new position in the Police Department of a Police Management Analyst. The City has been seeking to fill the position for some time to increase communications on crime statistics and other law enforcement trends. The City completed a recruitment process with two qualified individuals

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
January 13, 2022 Page 2**

identified for the position. Both candidates completed an interview and one candidate passed the exam for the position. One candidate scored 97.9% on the exam with the second candidate scoring below a passing score at 60%. The proposed eligibility list contains one name.

MOTION:

Commissioner Bean moved, seconded by Chair Trimble, to adopt the proposed Eligibility List for Hire: Police Management Analyst as presented. Motion carried.

**UPDATES AND
SCHEDULING:**

Chief Examiner Trujillo thanked Commissioners for completing the required Open Public Meetings Act training.

The City has enacted a COVID-19 vaccination mandate; however, the mandate does not apply to the Civil Service Commission until in-person meetings resume. At that time, Commissioners will be asked to sign an attestation and provide proof of vaccination. With the new COVID variant increasing, the City does not plan to resume in-person meetings at this time. This spring, the City may consider hosting either hybrid or in-person meetings.

Fire Chief Hurley reported the Department's new Administrative Assistant began work on December 16, 2021. Two new firefighters joined the department during the first week in January and are scheduled to attend the fire academy in Lacey on February 7, 2022. Several Fire Department employees have tested positive for COVID but not at a level that would affect staffing capabilities. As EMS providers, Fire Department employees have good access to antigen tests.

Police Chief Weiks said the Police Department has experienced similar circumstances with respect to COVID. Several employees have tested positive but because of the length of time between infections, the department has not been impacted. The Police Department has two police officer vacancies with oral boards planned next week. A proposed eligibility will be presented to the Commission in February. One new hire is attending the police academy and is progressing well. The academy has been affected by COVID with many recruits testing positive for COVID creating a situation where training is often conducted online. Despite setbacks in training modes, the candidate is on track to graduate. One police sergeant assigned on light duty for over a year has successfully succeeded in undergoing surgery and should return to work by mid-year.

Chair Trimble asked whether either department has any scheduled employee retirements during 2022. Police Chief Weiks said the department's Service Transport Officer has advised of retiring in June 2022.

Fire Chief Hurley said he does not believe there are any retirements

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
January 13, 2022 Page 3**

pending for the Fire Department other than several employees are approaching age 53 with 25 to 30 years of service, who may elect to retire in the next 18 to 24 months.

**NEXT MEETING
DATE:**

The next meeting is scheduled on February 10, 2022.

ADJOURNMENT:

Commissioner Bean moved, seconded by Chair Trimble, to adjourn the meeting at 5:44 p.m. Motion carried.

Eric Trimble, Chair

James Trujillo, Secretary/Chief Examiner

Prepared by Puget Sound Meeting Services, psmsoly@earthlink.net

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
February 10, 2022 Page 1**

CONVENE: 5:30 p.m.

PRESENT: Chair Eric Trimble and Commissioner Simon Tee.

Excused: Commissioner Maggie Bean.

Staff: Secretary/Chief Examiner James Trujillo, Fire Chief Brian Hurley, and Police Chief Jon Weeks.

CHANGES TO AGENDA: There were no changes to the agenda.

APPROVAL OF MINUTES FOR JANUARY 13, 2022: Approval of the minutes were deferred to the March meeting

STATUS OF ELIGIBILITY LISTS: There were no changes to eligibility lists since the last meeting.

FEBRUARY STAFF REPORT FOR CIVIL SERVICE: Chief Examiner Trujillo explained that the format of the meeting agenda has been revised moving forward. All staff updates are included in the staff report to improve meeting efficiency. He reviewed items for consideration on the agenda.

The Police Department is currently operating with two police officer positions unfilled. The department anticipates the Police Services Specialist II position to be filled in June 2022. The MSO Fire Captain position was vacated when the incumbent was promoted to Assistant Fire Chief. Public Safety Testing will be used to administer the assessment center process for the Fire Captain position followed by a City process for selection of a candidate. Although the City incurs some financial cost for utilizing Public Safety Testing, the City believes it improves efficiency and conserves time for the HR Department. Given the number of recruitments and the ongoing pandemic, existing HR resources are at maximum capacity. Should normal operating conditions resume and HR personnel are no longer required to address pandemic-related issues, more capacity would become available for civil service matters and other general HR issues. The agenda includes a number of eligibility lists and exam plans for approval by the Commission.

In response to an inquiry from Commissioner Tee on the planned utilization of Public Safety Testing, Chief Examiner Trujillo explained that the company administers assessment centers for public safety positions for both fire and police. The company is comprised of highly skilled and experienced individuals who serve as examiners with many having a background as a police chief or fire chief. The company creates an assessment center process, which is a time-consuming process for HR staff

TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
February 10, 2022 Page 2

to create affording a path forward for the City to engage with an organization well versed in the testing process. It also creates a defensible process in terms of testing methods. The Fire Department has the funds available to utilize the testing process.

Commissioner Tee conveyed support for utilizing Public Safety Testing.

Chair Trimble noted that the City of Tumwater was one of the first clients of Public Safety Testing when the company began providing testing for public safety positions. The City of Tumwater has a long-standing relationship with the company.

**ENTRY POLICE
OFFICER ORAL
BOARD REPORT:**

Chief Examiner Trujillo reported oral boards for entry Police Officer were conducted on January 20, 2022. Six of the eight candidates interviewed passed with a score of 70% or higher. The six candidates are included on the proposed eligibility list and 10 candidates are proposed for removal for a total list of 21 candidates. The Police Chief can hire from the top seven candidates. Results of the testing are retained for a period of five years as required by civil service rules.

**ENTRY POLICE
OFFICER
ELIGIBILITY LIST
APPROVAL:**

Chief Examiner Trujillo requested the removal of a name from the list. Police Chief Weeks explained that the individual entered into the background process. The applicant turned in a personal history statement in August 2021. There was a mishandling of the letter to the applicant. The applicant's name was mistakenly included on the list.

MOTION:

Commissioner Tee moved, seconded by Chair Trimble, to approve the Entry Police Officer Eligibility List removing the name of the applicant ranked as #9. Motion carried.

**FIRE CAPTAIN
EXAM PLAN
APPROVAL:**

Chief Examiner Trujillo explained that the initial process includes a candidate screening to ensure candidates meet the minimum qualifications required to complete the testing process. The next step is the written exam provided by Public Safety Testing based on a selection of materials by Fire Chief Hurley and the management team for individuals to study and complete a 100-question test completed within a 30-day testing window. All individuals are notified concurrently to afford equal study time for all applicants. Applicants must pass the test with a score of 70% or higher to participate in the assessment center. The assessment center includes four exercises designed by Public Safety Testing. Passage of the assessment center requires a score of 70% or higher. The Fire Department anticipates consideration of the eligibility list by the Commission at its May 12, 2022 meeting. The top seven candidates can be interviewed by the Fire Chief.

Chair Trimble asked about the number of employees eligible to participate in the exam. Fire Chief Hurley said he anticipates eight employees will

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
February 10, 2022 Page 3**

participate in the testing process. Currently, nine employees are eligible to compete for the position.

Commissioner Tee inquired about the process for the first step of screening the candidate's qualifications. Chief Examiner Trujillo reported the qualifications are established in combination with the HR Department and the Fire Department. Fire Chief Hurley is assisting HR to establish the qualifications. Essentially, the qualifications include years of service and experience in a command role and other qualifications outlined in the class specification for the position.

MOTION: **Commissioner Tee moved, seconded by Chair Trimble, to approve the Fire Captain exam plan as presented. Motion carried.**

MEDICAL SERVICE OFFICER FIRE CAPTAIN EXAM PLAN APPROVAL: Chief Examiner Trujillo reported the exam plan is a cumulative plan factored on the Fire Captain exam plan based on previous practice by the City. The exam plan includes the exam for Fire Captain with the addition of a Medical Service Officer specific plan. The exam builds on the previous exam and assessment center followed by an oral board for selection of candidates for the Fire Chief interview.

Chair Trimble asked whether fewer candidates are qualified to participate in the test. Fire Chief Hurley affirmed that the pool of candidates include Paramedic Lieutenants, a Fire Lieutenant who is a paramedic, and a Fire Captain who is also a paramedic.

MOTION: **Commissioner Tee moved, seconded by Chair Trimble, to approve the MSO Fire Captain exam plan as presented. Motion carried.**

POLICE SERVICES SPECIALIST II EXAM PLAN APPROVAL: Chief Examiner Trujillo said the Police Services Specialist II position also serves as a Code Enforcement Officer. The incumbent has announced retirement plans for June 2022. The City has used the exam plan in previous recruitments. The exam includes a written test based on oral information, reading comprehension, evaluation of tables and graphs, map reading, and public relations followed by an oral exam by candidates passing the exam with a score of 70% or higher. The oral exam will cover education & experience, service & safety, knowledge & judgment, and communication skills. Oral exam panelists will be comprised of subject matter experts both inside and outside the City, as well as a community member.

Chair Trimble asked whether the recruitment is an external process rather than a promotional opportunity. Chief Examiner Trujillo advised that the announcement is an open competitive recruitment.

Commissioner Tee asked about the selection process for selection of the community member serving as a panelist. Chief Examiner Trujillo said he

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
February 10, 2022 Page 4**

engages with community members who represent Tumwater, as well as those who represent diversity within the community. The Police Department sponsors a Police Citizens Academy of members from various areas of the City representing different interests. One particular panelist has participated in a number of recruitments and represents the Black community. Commissioner Tee asked about the selection process of the community member. Chief Examiner Trujillo said he works collaboratively with both Chiefs on the selection of the community member.

MOTION:

Commissioner Tee moved, seconded by Chair Trimble, to approve the Police Services Specialist II Exam plan as presented. Motion carried.

**CHIEF UPDATES
AND SCHEDULING:**

Police Chief Weiks conveyed his appreciation for approval of the testing plan for the Police Services Specialist II. The incumbent, Ross Rutledge, has served the department for 20 years and announced his retirement in June 2022. The Commission will be asked to consider approval for the recruitment of another staff position if no viable candidates are included on an existing list. The incumbent plans to announce retirement this year as well. Police Officer Tyler Brown has completed half of the police academy and successfully passed all mid-term and skills testing.

Fire Chief Hurley reported two new firefighters are attending the fire academy. The academy includes 24 new firefighters representing the cities of Tumwater and Lacey, McLane, East Olympia, and Southeast Thurston Fire Districts. The department is moving forward to fill a paramedic vacancy. Dependent upon the results of the Fire Captain tests, it is likely the department will process a promotion.

Chair Trimble reported on the recent death of former Fire Chief Rich Ridgeway. He recounted that when he first arrived at the City, he was hired to serve in the City's first human resources position. Chief Ridgeway often reached out to him during his early days at the City, which he always appreciated. Since his experience had been confined to police agencies, Chief Ridgeway provided a resource for the fire department and he often attended fire chief conferences with the Chief. The Chief also attended HR and civil services conferences with him. Fire Chief Ridgeway contributed greatly to the City and to the civil service process.

Fire Chief Hurley added that he enjoyed a long relationship with Fire Chief Ridgeway as he approved his hire to the Tumwater Fire Department. He also believes he was the last Tumwater fire chief employed as a Civil Service employee. The family has announced a gathering honoring his life at the River's Edge Restaurant on April 30, 2022.

**NEXT MEETING
DATE:**

The next meeting is scheduled on March 10, 2022.

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
February 10, 2022 Page 5**

ADJOURNMENT: **Commissioner Tee moved, seconded by Chair Trimble, to adjourn the meeting at 6:02 p.m. Motion carried.**

Eric Trimble, Chair

James Trujillo, Secretary/Chief Examiner

Prepared by Puget Sound Meeting Services, psmsoly@earthlink.net

STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – January 2022

Name of List	Date Established	Date Renewed	Date of Expiration
Administrative Assistant	November 2021		November 2022
Assistant Fire Chief	October 2021		October 2022
Battalion Chief	No List		
Fire Capt. Promotional	No List		
Fire Lt. Promotional	No List		
Captain-Medical Services Officer Promotional	No List		
Firefighter/ Paramedic	Active Continuous		Active Continuous
Firefighter (Entry)	November 2021		November 2022
Lateral Firefighter /	No List		
Paramedic	No List		
Paramedic Lieutenant	No List		
Fire Training Lt.	No List		
Lateral Firefighter	No List		
Voluntary Transfer	No List		
FF / Paramedic to FF	No List		

Name of List	Date Established	Date Renewed	Date of Expiration
Police Commander	No List		
Police Lt. Promotional	May 2021		May 2022
Police Sgt. Promotional	November 2021		November 2022
Police Management Analyst	January 2022		January 2023
Police Officer (Entry)	Active Continuous		Active Continuous
Police Officer (Lateral)	Active Continuous		Active Continuous
Police Officer (Certified)	Active Continuous		Active Continuous
Police Admin. Manager	No List		
Police Records Clerk	No List		
Department Assist. II	No List		
Police Svc Specialist I	March 2020	January 2021	March 2022
Police Svc Specialist II	No List		

Tumwater Civil Service Commission

TO: Civil Service Commission
FROM: James Trujillo, Chief Examiner/Secretary
DATE: March 10, 2022
SUBJECT: March Staff Report for Civil Service

1) Recommended Action:

Staff recommends approval for the Police Specialist I exam plan.

2) Background:

The Police Specialist 1 eligibility list has potential candidates but none have responded with interest to the position. As a result, HR staff recommends preparation for a recruitment to fill this projected vacancy.

3) Policy Support:

Proposed processes are in alignment with Civil Service Commission rules.

4) Alternatives:

- ☐ Approve exam plan.
 - ☐ Reject exam plan.
-

5) Fiscal Notes:

Standard recruitment costs for labor in HR and the Police Department.

6) Attachments:

A. PS1 Exam Plan

Police Services Specialist I – Exam Plan Tumwater Civil Service Commission – 2022

Application – All candidates meeting minimum qualification receive invitation to Oral Board Interview.

Written Exam – 40 total points – **20% of Final Score**

Rating Category

Attention to Detail	25%
Ability to Extrapolate	25%
Written Communication	25%
Customer Service	25%

70% Passing Score

Oral Board Exam – Ten (10) questions 100 total points – **80% of Final Score**

Dimensions Scored	Weight
Job Related Education & Experience	30%
Team and Service Orientation	30%
Judgement & Decision Making	20%
Communication Skills	20%

Three panelists: One external police administrative manager; one TPD Lieutenant, one administrative employee or community member with knowledge of the position

Final Score – 20% Written Exam, 80% Oral Board Exam, plus veteran's preference points

Chief's Interview