Lakewood Civil Service Commission
Thursday, March 5, 2015 at 9:30 a.m.
Lakewood City Hall
1st Floor Conference Room 1E
6000 Main Street SW
Lakewood, WA 98499

Present: Commissioner Bonnie Boyle, Commissioner Dennis Roden, Assistant City Attorney Kymm Cox, Civil Service Secretary-Chief Examiner Mary Pandrea.
Excused: Chair Boyd.

MINUTES

Call to Order
The meeting was called to order by Commissioner Roden at 9:31 a.m.

Approval of Minutes
It was moved and seconded to approve the minutes for the February 5, 2015 meeting. The motion carried unanimously.

Old Business
Sergeant Westby stated at the February meeting that additional names on the Lateral Police Officer eligibility list were needed. Ms. Pandrea reported that in response to this, oral board interviews have been scheduled for March 9th and 11th. An invitation to interview was extended to 24 candidates. 16 of the 24 candidates reside out of state. Among the 11 candidates who have scheduled an interview appointment, four will be traveling here from New York, Pennsylvania, Florida and Texas. Commissioner Boyle requested that the feasibility of doing interviews via skype be explored. She stated that the Commission's job is to provide a fair process and this would remove a possible barrier to employment. Ms. Cox stated she was not aware of any reason that would preclude skype interviews. Discussion followed.

New Business
Code Enforcement Officer
It was moved and seconded to approve the Examination Bulletin for Code Enforcement Officer. The motion carried unanimously.

EXAMINATION BULLETIN
CODE ENFORCEMENT OFFICER

- **City of Lakewood online application with supplemental questionnaire is required.**
- **Supplemental questionnaire is scored.**
- **Candidates receiving top scores on supplemental questionnaires will be invited to oral interview.**
- **A minimum score of 70% is required on oral interview.**
- **Successful candidates will be ranked on an eligibility list based on final scores.**

- **Final score comprised of oral interview score, and Veteran's preference points and City of Lakewood employee preference points as appropriate.**
- **Top scoring candidates may proceed to a Chief's Panel Interview.**
- **Rule of Five will be used for final selection.**
- **Any offer of employment is conditioned upon passing a background investigation, polygraph and drug screen for final candidate.**
- **The approximate length of time from background investigation to hire is up to three months.**

Chief Examiner's Report

- Chief Farrar submitted his resignation. He retires effective April 6th.
- The recruitment process for Court Compliance Officer will begin within the next week. There are no changes to the currently approved exam. An eligibility list should be ready for certification at the May 7 regular meeting. The Court Compliance Officer job duties were expanded to include some of the duties previously assigned to the Probation Counselor and Work Crew Supervisor positions.
- The recruitment process for Code Enforcement Officer is scheduled to open next week.

The meeting was adjourned at 9:49 a.m.

Approved by:

Dennis Roden, Commissioner
(for David Boyd, Commission Chair)

2 July 2015
Date

Mary Pandrea, Chief Examiner

7/2/15
Date

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