



Lakewood Civil Service Commission
Thursday, December 3, 2015 at 9:30 a.m.
Lakewood City Hall
1st Floor Conference Room 1E
6000 Main Street SW
Lakewood, WA 98499

Present: Chair David Boyd, Commissioner Bonnie Boyle, Commissioner Dennis Roden, Civil Service Secretary-Chief Examiner Mary Pandrea, Assistant City Attorney Kimberly Cox, Assistant Chief John Unfred, Sergeant Chris Westby

MINUTES

Call to Order

The meeting was called to order by Chair Boyd at 9:30 a.m.

Amendments to Agenda

None

Approval of Minutes

It was moved and seconded to approve the minutes for the November 5, 2015 meeting. The motion carried unanimously.

Public Comment

None

Old Business

Education Preference

Ms. Pandrea presented proposed changes to Civil Service Rules 9.1 Establishment of Eligible Registers and 4.28 Final Examination Scores. The changes require a preference percentage be applied to passing exam grades for entry level police officer candidates who have earned bachelors and associates degrees. Discussion resulted in additional clarifying language being added to Rule 4.28 Final Examination Score.

It was moved and seconded to approve the rule revisions for Rules 9.1 and 4.28 as amended and clarified. . The motion carried unanimously.

9.1 **ESTABLISHMENT OF ELIGIBLE REGISTERS.** After each examination under Rule 8.2, an eligible register for the class will be prepared on which the names of successful candidates are ranked as follows:

- 9.1.1 Relative rank is determined by the examination rating or grade, plus a percentage for veterans' preference scoring, and/or regular City of Lakewood employee status, and/or education preference where applicable. Percentages are cumulative.

(a) Veterans' preference scoring is applied upon receipt of DD214 in accordance with RCW 41.04.010.

(b) ~~Current Non-probationary City of Lakewood employees holding regular status will are eligible to receive five percent (5%) in addition to the examination grade, upon request. It is the employee's responsibility to request preference scoring.~~

(c) An education preference shall be awarded to entry level police officer candidates who have received passing grades on examinations, and who have previously acquired a college degree from an accredited educational institution as follows:

5% for a Bachelor's degree;

2% for an Associate's degree.

An education preference maximum of 5% will be awarded.

9.1.2 Priority of time of examination does not give any preference in rank on the register.

9.1.3 The preference in rank of eligibles having equal final general averages are determined as follows, in the order stated:

(a) The one who qualifies for veterans' preference scoring in accordance with Washington state law.

(b) When the examination is comprised of two or more parts with separate grades:

(1) The highest grade on the most heavily weighted part of the examination; if a tie still exists, the highest grade on the next most heavily weighted part, and so on for as many parts as the examination contains.

(2) The highest grade on the written test if all parts are weighted equally.

(c) When the examination has only one part or the candidates have the same standing under (a) and (b) above, if one is a regular City employee and the others are not, the regular City employee will be given preference.

(d) By lot.

9.1.4 If an applicant is permitted by the Appointing Authority to file for and take an examination for delayed eligibility, and if such applicant succeeds in the examination, eligibility is held in abeyance until the candidate meets the requirements for eligibility, which must be reported in writing. If otherwise eligible, the candidate's name is placed on the register in accordance with this Rule. Any such eligibility expires with that of other eligibles from the same examination.

4.28 **FINAL EXAMINATION SCORE.** Total of earned exam score plus, as applicable, additional veterans' preference scoring points, for which an applicant is eligible City of Lakewood employment preference, and for entry level police officer examination only, education preference. All preference percentages are applied to the exam score as referenced in Rule 9.1.1.

Tie Breaker

In follow up to Commissioner Roden's inquiry regarding what is used to break tied exam scores, Ms. Pandrea cited Civil Service Rule 9.1.3.

Chief Examiner's Report

- Lieutenant John Unfred has promoted to Assistant Police Chief.
- Sergeant Chris Westby promotes to Lieutenant effective January 1st.
- Recently hired Animal Control Officer Kayla Gower is leaving employment to relocate and pursue a business opportunity.
- Human Resources Director Debra Young retires March 1st after 20 years of employment with the City of Lakewood.

The meeting was adjourned at 9:55 a.m.

Approved by:



David Boyd, Commission Chair

Date



Mary Pandrea, Chief Examiner



Date

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