

12:00 P.M.

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Or you may call this number to listen: 1-669-900-9128 ID#970 3040 2105

1. OPENING ITEMS

Subject :	1.01 Call to Order
Meeting :	Oct 8, 2020 - College Place Civil Service Commission
Category :	1. OPENING ITEMS
Type :	Procedural

2. CONSENT AGENDA

Subject :	2.01 Approve Agenda for October 8, 2020
Meeting :	Oct 8, 2020 - College Place Civil Service Commission
Category :	2. CONSENT AGENDA
Type :	Action (Consent)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

Subject :	2.02 Approve Minutes from September 10, 2020
Meeting :	Oct 8, 2020 - College Place Civil Service Commission
Category :	2. CONSENT AGENDA
Type :	Action (Consent)

File Attachments

[9_10_2020_CivilServiceMeetingMinutes.pdf \(58 KB\)](#)

Consent

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Subject : 2.03 Approve Civil Service Payroll for September 2020

Meeting : Oct 8, 2020 - College Place Civil Service Commission

Category : 2. CONSENT AGENDA

Type : Action (Consent)

File Attachments

[9 - 2020 Payroll Certification.pdf \(422 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

Subject : 2.04 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

Meeting : Oct 8, 2020 - College Place Civil Service Commission

Category : 2. CONSENT AGENDA

Type : Action (Consent)

Recommended Action : Motion to approve the consent agenda that includes the agenda for October 8, 2020, the minutes from September 10, 2020, and payroll for September 2020.

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

3. Regular Agenda

Subject : 3.01 Approve Police Records Clerk Testing Process

Meeting : Oct 8, 2020 - College Place Civil Service Commission

Category : 3. Regular Agenda

Type :	Action
Recommended Action :	Motion to approve the Police Records Clerk Testing process as presented to create an eligibility list for the Police Records Clerk position.

Public Content

The employee currently in the Police Records Clerk position will be stepping down at the end of the year to the Part-time Police Records Clerk position. All Civil Service positions must be filled from an approved eligibility list.

File Attachments

[Police Records Clerk Testing schedule information - 2020.pdf \(855 KB\)](#)

4. Reports

Subject :	4.01 2020 Civil Service Conference
Meeting :	Oct 8, 2020 - College Place Civil Service Commission
Category :	4. Reports
Type :	Information

Public Content

The 2020 Civil Service Conference will be held virtually on October 13 & 14, 2020. On October 13th from 9:00am until noon they will have the Basic Training for New Commissioners. It would be a great opportunity for our Commissioners to learn more about the Civil Service. All Commissioners are registered for the Civil Service Conference.

<https://fp.foster.com/rv/ff0068c801ce3f96f746649cf0499448b2adbc35>

Subject :	4.02 Docusign
Meeting :	Oct 8, 2020 - College Place Civil Service Commission
Category :	4. Reports
Type :	Information

Public Content

Per Resolution No. 20-026, the City of College Place approved the use of electronic signatures. DocuSign will now be utilized to obtain needed signatures.

5. CLOSING ITEMS

Subject :	5.01 Any Business for the Good of the Order
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Meeting :	Oct 8, 2020 - College Place Civil Service Commission
Category :	5. CLOSING ITEMS
Type :	Discussion
Subject :	5.02 Adjourn
Meeting :	Oct 8, 2020 - College Place Civil Service Commission
Category :	5. CLOSING ITEMS
Type :	Action, Procedural
Recommended Action :	Motion to adjourn the meeting

College Place Civil Service Commission (Thursday, September 10, 2020)

Generated by Shawn Doering on Thursday, September 10, 2020

PRESENT: Commissioners Roger Maidment (Vice-Chair), Bill Kelly
Civil Service Secretary Shawn Doering
Staff Lisa Neissl

ABSENT: JoAnn Wiggins (Chair)

1. OPENING ITEMS

Procedural: 1.01 Call to Order

Civil Service Secretary Doering called the meeting to order at 12:01pm**2. CONSENT AGENDA**

Action (Consent): 2.01 Approve Agenda for September 10, 2020

Action (Consent): 2.02 Approve Minutes from August 13, 2020

Action (Consent): 2.03 Approve Civil Service Payroll for August 2020

Action (Consent): 2.04 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

Commissioner Kelly made a motion to approve the consent agenda which includes the agenda for September 10, 2020, the minutes from August 13, 2020, and payroll for August 2020. Second by Commissioner Maidment, the motion passed 2-0**3. Regular Agenda**

Information: 3.01 2020 Civil Service Conference

Civil Service Secretary Doering will register Commissioner Kelly and Commissioner Maidment.

Discussion: 3.02 Full-time Police Records Clerk transfer to part-time Police Records Clerk

4. CLOSING ITEMS

Discussion: 4.01 Any Business for the Good of the Order

None

Action, Procedural: 4.02 Adjourn

Recommended Action: Motion to adjourn the meeting

Commissioner Maidment made a motion to adjourn the meeting at 12:06pm

Approved:

Commission Chair

Attest:

Commissioner

The foregoing minutes are the official record of the Civil Service meeting that occurred September 10, 2020.

Civil Service Employee Payroll

Pay Date	Employee	Paid Thru	Position	Hours	Gross Pay
10/5/2020	Boose, John A	10/5/2020	Firefighter	182	6,603.86
10/5/2020	Drury, Charles O	10/5/2020	Firefighter	242	7,150.10
10/5/2020	Evensen, Patrick J	10/5/2020	Firefighter	291	7,702.13
10/5/2020	Williams, Troy J	10/5/2020	Firefighter	366.25	9,938.34
10/5/2020	Barr, Marianne K	10/5/2020	Chief Clerk - PD	176	4,466.00
10/5/2020	Benfield, Robert D	10/5/2020	Patrol Sergeant	172	6,889.00
10/5/2020	Parker, Alan J	10/5/2020	Patrol Sergeant	180	6,889.00
10/5/2020	Adams, Eric H	10/5/2020	Police Officer	180.5	5,812.30
10/5/2020	Cole, Tanner C	10/5/2020	Police Officer	183	6,091.98
10/5/2020	Diaz, Salvador M	10/5/2020	Police Officer	184	6,714.63
10/5/2020	Duede, Jimmy C	10/5/2020	Police Officer	171.5	6,444.40
10/5/2020	Fortin, Brian R	10/5/2020	Detective	190	6,680.10
10/5/2020	Harris, Tanner M	10/5/2020	Police Officer	171.5	6,628.96
10/5/2020	Langlois, Joseph T	10/5/2020	Police Officer	183.5	6,427.21
10/5/2020	Schild, Andrew D	10/5/2020	Police Officer	175.25	6,152.36
10/5/2020	Schmick, Dylan E	10/5/2020	Police Officer	180	5,991.00
10/5/2020	Watkins, Daniel I	10/5/2020	Police Officer	181	6,065.28
10/5/2020	Brink, Brielle M	10/5/2020	Records Clerk	178.5	3,642.00
10/5/2020	Nordman, Ronald A	10/5/2020	Special Enforcement Officer	180	4,583.24

I certify that, to the best of my knowledge, this is an accurate and complete listing of all Civil Service employees for the City of College Place as of September 30, 2020

Shawn Doering
Civil Service Secretary/Payroll Clerk

JoAnn Wiggins
Commission Chair



City of College Place Civil Service Commission

Bill Kelly, Commissioner
Roger Maidment, Commissioner
JoAnn Wiggins, Commissioner

Shawn Doering
Civil Service Secretary
sdoering@cpwa.us
509-394-8508

TESTING INFORMATION POLICE RECORDS CLERK

OFFICE SKILLS TESTING

DATE: To be determined
PLACE: 625 S College Ave, College Place, WA

CRIMINAL HISTORY CHECK

DATE: To be determined
PLACE: 625 S College Ave, College Place

The twelve top scoring candidates on the Office Skills Testing that pass the Criminal History Check will be invited to an Oral Interview.

ORAL INTERVIEW

DATE: To be determined
TIME: Scheduled individually
PLACE: Virtual via the Zoom platform

The Oral Interview panel will consist of four members; the CPPD Chief Records Clerk; the CPPD Police Records Clerk, a CPPD Police Sergeant, and a representative from a similar agency. If one of the above panelist is unavailable, the position will be filled with an alternate panelist.

Additional Information

1. The Office Skills Testing will consist of four parts:
 - Microsoft Word
 - Typing
 - Customer Service
 - Filing
2. Oral Interview - A score of 70% on the oral interview is required to become registered on the eligibility list.
3. Final Civil Service placing is based on 40% of the Office Skills Test and 60% of the oral interview scores combined to create a minimum passing score of 70%. If eligible, Veterans Preference will be added to the final score of those candidates who submit the proper documentation, provided that the candidate

scored a minimum of 70% in the combined office skills testing and oral examinations. Applicants will be notified of their scores after the Civil Service Commission has certified the results.

4. Appointments are made from the eligibility list by submitting the names of the three highest-ranked candidates in alphabetical order, without grade or position, to the Chief of Police. The candidates will be interviewed and one will be selected for a conditional offer to fill the vacancy, subject to the satisfactory outcome of the following background investigations:
 - FBI fingerprint check
 - Polygraph examination
 - Criminal History check
 - Background investigation
 - Other background checks as deemed necessary to determine an applicant's fitness for employment.
5. All candidates shall come from the eligibility list.
6. Should a candidate decide not to continue the testing procedures, the candidate may withdraw at any point in the process.

The City of College Place is an Equal Opportunity Employer