

Thursday, May 13, 2021
College Place Civil Service Commission - Electronic Meeting

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#971 4738 3990

1. OPENING ITEMS

Subject :	1.01 Call To Order
Meeting :	May 13, 2021 - College Place Civil Service Commission - Electronic Meeting
Category :	1. OPENING ITEMS
Type :	Procedural

2. CONSENT AGENDA

Subject :	2.01 Approve Agenda for May 13, 2021
Meeting :	May 13, 2021 - College Place Civil Service Commission - Electronic Meeting
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 April 8, 2021
Meeting :	May 13, 2021 - College Place Civil Service Commission - Electronic Meeting
Category :	2. CONSENT AGENDA
Type :	Action (Consent), Minutes

File Attachments

[4_8_2021_CivilServiceMeetingMinutes.pdf \(92 KB\)](#)

Consent

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Subject :	2.03 Approve Payroll from April, 2021
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Meeting :	May 13, 2021 - College Place Civil Service Commission - Electronic Meeting
Category :	2. CONSENT AGENDA
Type :	Action (Consent)

File Attachments

[4 - 2021 Payroll Certification.xls.pdf \(432 KB\)](#)

Consent

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Subject :	2.04 Approve Consent Agenda
Meeting :	May 13, 2021 - College Place Civil Service Commission - Electronic Meeting
Category :	2. CONSENT AGENDA
Type :	Action (Consent)
Recommended Action :	Motion to approve the consent agenda which includes the agenda for May 13, 2021, the minutes from April 8, 2021, and payroll from April, 2021.

Public Content

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Consent

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3. REGULAR AGENDA

Subject :	3.01 Firefighter Testing
Meeting :	May 13, 2021 - College Place Civil Service Commission - Electronic Meeting
Category :	3. REGULAR AGENDA

Type :	Action
Recommended Action :	Motion to approve testing process to create a Firefighter Eligibility List

Public Content

The existing Firefighter Eligibility List expires on July 2, 2021. We do not have an open position at this time, but Fire Chief David Winter requests that we establish a new eligibility list.

File Attachments

[Eligibility list request May 11 21.pdf \(611 KB\)](#)

[Civil Service Testing Information - Firefighter 2021.pdf \(942 KB\)](#)

Subject :	3.02 Police Sergeant Testing
Meeting :	May 13, 2021 - College Place Civil Service Commission - Electronic Meeting
Category :	3. REGULAR AGENDA
Type :	Action
Recommended Action :	Motion to authorize a Promotional Examination for the position of Police Sergeant using the services of Public Safety Testing for the examination.

Public Content

Due to a pending retirement, the City will have a vacant Sergeant position in early 2022. The City would like to use the services of Public Safety Testing to ensure the testing process is impartial, valid, and defensible.

File Attachments

[Civil Service Board Request to test for sergeant.pdf \(286 KB\)](#)

[L-1a PST Promotional Testing Services-2017-05-31.pdf \(265 KB\)](#)

Subject :	3.03 Any Business for the Good of the Order
Meeting :	May 13, 2021 - College Place Civil Service Commission - Electronic Meeting
Category :	3. REGULAR AGENDA
Type :	Discussion

4. CLOSING ITEMS

Subject :	4.01 Adjourn
Meeting :	May 13, 2021 - College Place Civil Service Commission - Electronic Meeting
Category :	4. CLOSING ITEMS
Type :	Procedural

College Place Civil Service Commission - Electronic Meeting (Thursday, April 8, 2021)

Generated by Lisa Neissl on Thursday, April 8, 2021

PRESENT:	Commissioners	JoAnn Wiggins (Chair), Roger Maidment (Vice-Chair), Bill Kelly
	Support Staff	DaShari Cinnamon
	Staff	Lisa Neissl
ABSENT:	Civil Service Secretary	Shawn Doering

1. OPENING ITEMS

Procedural: 1.01 Call To Order

Chair Wiggins called the meeting to order at 12:00 PM.**2. CONSENT AGENDA**Action (Consent): 2.01 Approve Agenda for April 8, 2021Action (Consent), Minutes: 2.02 Approve Minutes from February 11, 2021Action (Consent): 2.03 Approve Payroll from February & March, 2021Action (Consent): 2.04 Approve Consent Agenda

Commissioner Maidment made a motion to approve the consent agenda which includes the agenda for April 8, 2021, the minutes from February 11, 2021, and payroll from February and March, 2021. Second by Commissioner Kelly and the motion passed 3-0.

3. REGULAR AGENDA

Discussion: 3.01 Any Business for the Good of the Order - None.

4. CLOSING ITEMS

Procedural: 4.01 Adjourn

Commissioner Maidment made a motion to adjourn the meeting at 12:03 pm. Second by Commissioner Kelly, and the meeting was adjourned.

Approved:

Commission Chair

Attest:

Commissioner

The foregoing minutes are the official record of the Civil Service meeting that occurred April 8, 2021.

Civil Service Employee Payroll

Pay Date	Employee	Paid Thru	Position	Hours	Gross Pay
5/5/2021	Boose, John A	4/30/2021	Firefighter	178	5,979.28
5/5/2021	Downs, Emily A	4/30/2021	Firefighter	233	5,455.18
5/5/2021	Drury, Charles O	4/30/2021	Firefighter	240	5,879.28
5/5/2021	Evensen, Patrick J	4/30/2021	Firefighter	215	7,486.96
5/5/2021	Williams, Troy J	4/30/2021	Firefighter	216	5,390.28
5/5/2021	Barr, Marianne K	4/30/2021	Chief Clerk - PD	181.5	4,725.78
5/5/2021	Benfield, Robert D	4/30/2021	Patrol Sergeant	182	7,429.40
5/5/2021	Parker, Alan J	4/30/2021	Patrol Sergeant	163	7,303.00
5/5/2021	Adams, Eric H	4/30/2021	Police Officer	162.5	5,926.53
5/5/2021	Cole, Tanner C	4/30/2021	Police Officer	164.5	6,191.02
5/5/2021	Diaz, Salvador M	4/30/2021	Police Officer	194.75	7,156.07
5/5/2021	Duede, Jimmy C	4/30/2021	Police Officer	180	6,391.00
5/5/2021	Fortin, Brian R	4/30/2021	Detective	170	6,515.00
5/5/2021	Harris, Tanner M	4/30/2021	Police Officer	190.75	6,952.79
5/5/2021	Langlois, Joseph T	4/30/2021	Police Officer	179.5	6,486.68
5/5/2021	Schild, Andrew D	4/30/2021	Police Officer	183	6,088.05
5/5/2021	Schmick, Dylan E	4/30/2021	Police Officer	168	6,636.76
5/5/2021	Watkins, Daniel I	4/30/2021	Police Officer	166.75	6,569.61
5/5/2021	Webber-Williams, Christopher A	4/30/2021	Police Officer	170.75	5,670.56
5/5/2021	Nordman, Ronald A	4/30/2021	Special Enforcement Officer	185.25	4,837.38
5/5/2021	St Clair, Andrea M	4/30/2021	Records Clerk	181.5	3,827.91

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 April 30, 2021



Shawn Doering
Civil Service Secretary/Payroll Clerk

JoAnn Wiggins
Commission Chair

CITY OF COLLEGE PLACE

FIRE DEPARTMENT

Chief David Winter
629 S COLLEGE AVE
COLLEGE PLACE WA 99324
(509) 529-6506
FAX (509) 529-0184

May 11, 2021

Dear Shawn Doering:

As per Section 10.03 of the *Rules and Regulations of the Civil Service Fire Commission of the City of College Place*, I am hereby requesting that we establish a new eligibility list for the position of Firefighter for the College Place Fire Department.

As far as dates for the advertising, applications, testing, and oral boards, I will let you determine what works best for you and Civil Service Commission.

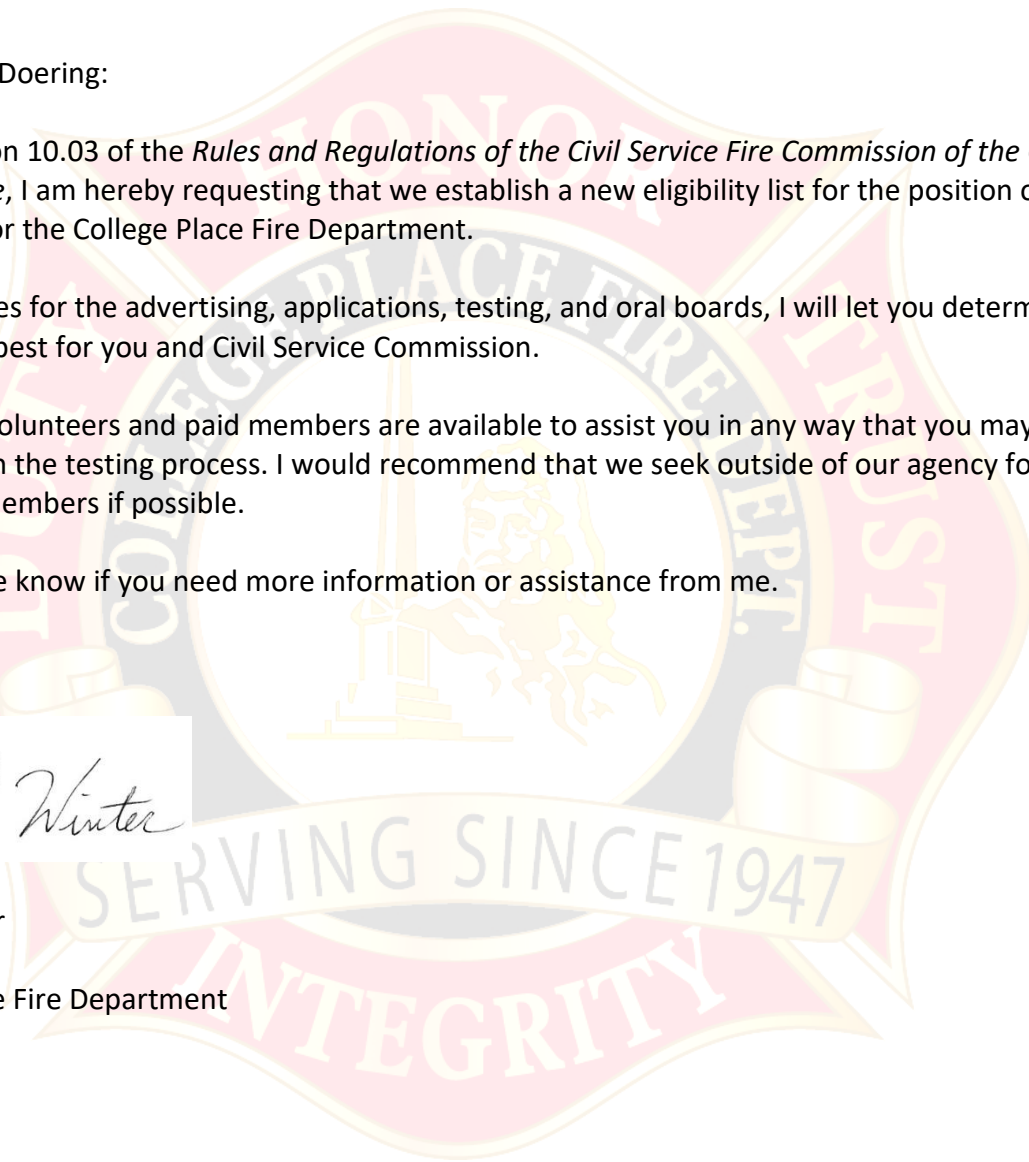
My staff of volunteers and paid members are available to assist you in any way that you may need them in the testing process. I would recommend that we seek outside of our agency for oral board members if possible.

Please let me know if you need more information or assistance from me.

Respectfully,



David Winter
Fire Chief
College Place Fire Department





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 -2021

FIREFIGHTER - ELIGIBILITY LIST ONLY

APPLICATION PERIOD

Applications are available online at the City of College Place Career Page
<https://www.governmentjobs.com/careers/cpwa>

OPEN: May 4, 2021
CLOSE: May 28, 2021

WRITTEN TEST

DATE: June 2, 2021 – 8:00am
PLACE: College Place Fire Department, 629 S. College Ave, College Place, WA

PHYSICAL ABILITY TEST

DATE: June 2, 2021 – 1:00pm
PLACE: Fire Training Tower, 300 Cayuse, Walla Walla, WA

ORAL INTERVIEW

DATE: June 3, 2021
PLACE: College Place Fire Department, 629 S. College Ave, College Place, WA

The oral interview panel will consist of three experienced firefighters from local agencies.

Firefighter testing information and requirements:

1. Minimum Requirements:
 - Must have a high school diploma or GED.
 - Must possess a valid state driver's license.
 - Must be at least 21 years of age at time of hire.
 - Must be a US Citizen or Lawful Permanent Resident.
 - Must have a Washington State EMT license at the time of hire.
 - Must have IFSAC Firefighter I certification at the time of hire.
 - Must have Wildland Firefighter 2 at the time of hire.
 - Must have one year of firefighting experience at time of hire.
 - Must pass the written test, physical ability test and oral interview.

2. The test will consist of three parts, scored as follows:
 - Written Test 70% Minimum
 - Physical Ability Test Pass/Fail
 - Oral Interview 70% Minimum
3. A minimum score of 70% is required on the written test and the oral interview to be registered on the eligibility list. Applicants must pass the written and physical ability tests to be eligible for the oral interview. If written test results are not available prior to the scheduled interview times, applicants will be permitted to participate in the oral interview, but eligibility list placement will depend on written test results.
4. Appointments are made from the Certified Eligibility List using the rule of three. The Fire Chief will interview candidates, and as the hiring authority, he will make a selection for a conditional offer to fill a vacancy, subject to the satisfactory outcome of the following background investigations:
 - Criminal History check
 - Medical/physical examination
 - Drug screening
 - Background investigation
 - Other background checks as deemed necessary to determine an applicant's fitness for employment.

The City of College Place is an Equal Opportunity Employer

CITY OF COLLEGE PLACE

POLICE DEPARTMENT

625 South College Avenue
College Place, Washington 99324
(509) 394-8550
www.cpwa.us

May 12, 2021

Dear Civil Service Commission,

I respectfully petition for authorization to hold internal testing for the position of sergeant. I have been notified by Sergeant Robert Benfield of his pending retirement scheduled for March 2022. I request approval to establish a list of qualified applicants for consideration of Sergeant Benfield's replacement.

If you have questions or concerns, please contact the Civil Service Secretary/Examiner Shawn Doering.

Sincerely,



Troy Tomaras
Chief of Police
College Place Police Department

CC: Shawn Doering, Human Resource Manager
Michael Rizzitiello, City Administrator



Promotional Testing Services

Selecting the supervisors and leaders of tomorrow will often do more to shape an organization than any other decision an executive makes. Our goal is to offer the **finest tools** available to help you identify **the best candidates** at an **affordable cost**. We strive to deliver a process that is **fair, objective, valid** and **defensible**. *Ninety-nine percent of the more than 1,200 candidates that have participated in a PST promotional process perceived their experience as fair.*

We have a promotional process for nearly every budget and every position; from 2 to 24+ candidates, from first line supervisor to the executive, and for all public safety organizations.

THE BEST COMPONENTS

Job Simulations that are custom-made for the organization. To the candidate, these will have the “look and feel” of the work performed in the organization. *Ninety-eight percent of candidates rated PST job simulations as representative of their work.*

Written Job Knowledge Examinations to measure the candidate's grasp of the body of knowledge that is required to be successful in the position. We have a semi-customized written test for Washington State Law Enforcement, Corrections, and Fire Service Supervisors that includes your organization's critical policies. We can also build a completely customized written exam that is valid and defensible.

Work Performance Ratings, a PST exclusive product that objectively incorporates the candidate's prior work performance into the promotional testing process. Our day-long process uses a facilitated discussion with all the candidate's supervisors to place objective scores on five performance dimensions appropriate for the position. All the supervisors contribute their insights about each candidate toward a final score. Clients often find that this process has the collateral benefit of creating a unifying perspective for the leadership team.

Leadership Development Services include on-line survey tools to help individuals and managers identify strengths and weaknesses along with executive coaching to help develop and support new leaders.

VALID AND DEFENSIBLE RESULTS

In all our tests, the assessors are guided by written scoring guidelines and specific locally-developed expectations for what a strong candidate looks like. All scenarios are validated with a local subject matter expert and designed to reflect the local community and the values of the organization, consistent with nationally researched performance dimensions. And, though challenges to our process are rare, PST will provide **defense support** for no additional charge.

THE BEST JOB SIMULATIONS

Assessment Center Exercises

Our most popular service is the Assessment Center, often referred to as the “gold standard” of promotional testing. Candidates experience four or five job simulations custom built to fit the position and the organization. These are built on the powerful foundation of a local job task analysis, eight leadership dimensions based in national research, and a preparation workshop for candidates. The organization chooses job simulations from the broad categories of Oral Presentations, Interactive Role-Playing Scenarios, Critical Thinking & Decision Making, Tactical and Writing Exercises.

On test day, PST delivers a “turn-key operation”; providing all the materials and doing the scoring on-site. At the end of the day, your leaders participate in a briefing with the assessors and receive a rank ordered list of candidates. All the documents created for the project and the assessors’ subjective comments about the candidates are provided shortly after the test so each candidate also receives personal feedback.

Multi-component tests

These events do not fit the rigid criteria of being called an assessment center, but serve well to provide a rank order and are less expensive. Multi-component tests merge portions of our most popular job simulations into a single event. The multi-component options are:

The Supervisory Skills & Abilities Promotional Test, for a **maximum of four candidates**, typically includes a structured interview, an in-basket exercise and a critical thinking exercise. The three components are prepared by the candidate and presented to a single panel of assessors.

Command Skills & Abilities Promotional Test, for a **maximum of three candidates**, includes several practical scenarios a command level leader would typically be expected to handle and two case studies are researched and summarized in a memo and then presented to assessors.

PRICING

Our promotional processes are priced according to formulas determined by the type of test, the number of candidates and exercises; and the responsibilities of the position.

Discounts are applied when the organization also uses PST for entry-level testing. **We have an affordable process for every public safety situation.**

For more information, including a detailed proposal, please contact:

Jon Walters
jon@publicsafetytesting.com
Office: 425.776.9615

or

Colleen Wilson
colleen@publicsafetytesting.com
Cell: 425.422.3958