



CIVIL SERVICE COMMISSION MEETING
A G E N D A

WEDNESDAY, JUNE 19, 2013
5:15 P.M. COUNCIL CHAMBERS

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1. CALL MEETING TO ORDER
 2. APPROVAL OF AGENDA
 3. APPROVAL OF MAY 15, 2013 MINUTES
 4. APPROVAL OF PROPOSED EXAMINATION PROCESS FOR
POLICE RECORDS TECHNICIAN
 5. OTHER BUSINESS



CIVIL SERVICE COMMISSION MEETING
MINUTES
WEDNESDAY, MAY 15, 2013

The City of Centralia Civil Service Meeting was called to order at 5:14 pm by Commissioner Willey.

PRESENT: Commissioner Hays, Commissioner Willey, Commissioner Welsh, Commander Rich and Secretary/Examiner Stritmatter.

AGENDA: Approval of agenda as presented by the following:

Commissioner – Don Hays: Motion
Commissioner – Cliff Welsh: 2nd
Chairman – Bob Willey: Approve
Commissioner – Don Hays: Approve
Commissioner – Cliff Welsh: Approve

MINUTES – Approval of the April 17, 2013 minutes as written by the following:

Commissioner – Don Hays: Motion
Commissioner – Cliff Welsh: 2nd
Chairman – Bob Willey: Approve
Commissioner – Don Hays: Approve
Commissioner – Cliff Welsh: Approve

POLICE DEPARTMENT – A written request by Chief Berg was presented to the Commission requesting the Civil Service Secretary/Examiner begin the recruiting, advertising and examination process for a Police Records Technician.

Commander Rich noted that we may have at least one position open for Police Records Technician due to an upcoming retirement at end of August and would like the Commission to approve the recruitment/examination process.

Commissioner Hays asked if we had eliminated a position in the past for the Office Manager and Commander Rich explained yes it had been removed and that position

transitioned to a Police Records Technician. Commander Rich noted that there are still five Records Technicians. It has not been since 2007 that we have recruited for a Records Technician position. Commander Rich noted that the Civil Service Rules do not clearly state the Records Technician testing process but that the Civil Service must authorize the opening of the testing. Commander Rich explained that the process to recruit and hire must begin early as the current Records Technicians have been working very hard and if there were a loss of a Records Technician before someone was hired to replace them that those duties would be shifted to the remaining Records Technicians. Commissioner Hays asked if this was a position that would be recruited outside of the area or just local. Commander Rich indicated that although the pay is not high it does have benefits which are very attractive and he would anticipate a large number of applicants. Secretary/Examiner Stritmatter indicated that she would be placing an ad in the Chronicle as well as posting the position on the City of Centralia's website.

The Police Department will work with the Secretary examiner to come up with a testing and recruiting process that would allow all to be competitive.

Process:

Application
Supplemental Questionnaire
Written test (grammar, spelling, etc.)
Typing test (formatting)
Interview

Commissioner Hays would like to know if the recruits would be eligible for veteran's preference points. Commander Rich confirmed that it would be.

Approval of the request for advertising and recruiting for the Police Records Technician by the following:

Commissioner – Don Hays: Motion
Commissioner – Cliff Welsh: 2nd
Chairman – Bob Willey: Approve
Commissioner – Don Hays: Approve
Commissioner – Cliff Welsh: Approve

Commander Rich indicate that a timeline working backwards from August 31st in the recruiting and testing process may put it close due to the number of steps involved in the Civil Service hiring process.

Chairman Willey asked how long the list is good for. Commander Rich indicated that he thought it was six months and Secretary/Examiner Stritmatter checked the rules and confirmed that it is six months.

Next meeting a plan will be presented for the testing process.

OTHER BUSINESS - Don would like Secretary/Examiner to obtain a letter from Mayor thanking Jim Pace for his service on the Civil Service Commission.

Commissioner Hays moved to adjourn the meeting at 5:32 pm. Commissioner Welsh seconded. Approved by a vote of 3 to 0.

APPROVED BY:

Bob Willey, Chairman

Angie Stritmatter, Secretary/Examiner



Civil Service Commission

Civil Service – Examination Process
For
Police Records Technician

PROCESS:

- **Application**
(Screen for completeness and meet the minimum qualifications, rejection letters will be sent to those who do not meet the above criteria.)
**Screening of applications June 10-17, 2013*
- **Supplemental Questionnaire**
(Scoring by the same group that will be interviewing)
Weighting for overall score - **30%**
**Scoring of supplemental questionnaire approx. June 17-24, 2013*
- **Written Exam (grammar, spelling, etc.)**
Weighting for overall score **30%**
- **Typing Exam**
(Formatting)
Pass or Fail
**Testing sometime between End of June and Mid July*
- **Interview**
(Top candidates from total scores of supplemental and written/typing exam)
Weighting for overall score – **40%**
**Interviews in July*
- **List to Civil Service Commission for approval.**
**July meeting or August meeting*
- **Target Hire Date: August 31, 2013**

(Please note timeframes are subject to change)