



CIVIL SERVICE COMMISSION MEETING

A G E N D A

WEDNESDAY, MARCH 19, 2025

4:00 PM COUNCIL CHAMBERS

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. CERTIFICATION OF CENTRALIA ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST EFFECTIVE FEBRUARY 21, 2025.
4. ANNOUNCEMENT OF POLICE RECORDS TECHNICIAN RECRUITMENT AND PROCESS EFFECTIVE MARCH 3, 2025.
5. APPROVAL OF PROPOSED RULE CHANGE, RULE VII. EXAMINATIONS SECTION 11.

POLICE:

6. NOTIFICATION OF PROBATIONARY APPOINTMENT; OFFICER DREW JOHNSON EFFECTIVE FEBRUARY 1, 2025.
7. NOTIFICATION OF APPOINTMENT TO POLICE SERGEANT, TIMOTHY O'DELL EFFECTIVE MARCH 1, 2025.

OTHER BUSINESS

8. NEXT MEETING TO BE HELD, WEDNESDAY, MAY 21, 2025 AT 4:00 PM.

Amended item:

Examination process for the Police Evidence/Property Specialist



CIVIL SERVICE COMMISSION MEETING

MINUTES

WEDNESDAY, JANUARY 15, 2025

4:00 PM VIA ZOOM

Meeting ID: 835 7000 4734

Passcode: 221730

Present: Commissioner Hays, Commissioner Willey, Chairman Berg, Interim Chief Caldwell, Secretary/Examiner Steelhammer

1. CALL MEETING TO ORDER

2. APPROVAL OF AGENDA

Motion and voting as follows:

Commission Member – Don Hays: Motion

Commission Member – Bob Willey: 2nd

Commission Chairman – Bob Berg: Approve

Commission Member – Don Hays: Approve

Commission Member – Bob Willey: Approve

3. APPROVAL OF NOVEMBER 20, 2024 MINUTES

Motion and voting as follows:

Commission Member – Bob Willey: Motion

Commission Member – Don Hays: 2nd

Commission Chairman – Bob Berg: Approve

Commission Member – Don Hays: Approve

Commission Member – Bob Willey: Approve

4. ANNOUNCEMENT OF LATERAL AND ENTRY LEVEL POLICE OFFICER RECRUITMENT AND PROCESS EFFECTIVE JANUARY 9, 2025.
Secretary/Examiner Steelhammer stated there is currently one vacancy and the closing date for the position is February 10th, 2025.

5. APPROVAL OF PROPOSED RULE CHANGE, RULE VII – EXAMINATIONS SECTION 5.

Motion and voting as follows:

Commission Member – Don Hays: Motion

Commission Member – Bob Willey: 2nd

Commission Chairman – Bob Berg: Approve

Commission Member – Don Hays: Approve

Commission Member – Bob Willey: Approve

6. PROPOSED RULE CHANGE, RULE VII. EXAMINATIONS - SECTION 11.

Commissioner Berg discussed the changes made to the rules. Secretary/Examiner Steelhammer agreed with the rule changes and said it would be a positive change when contacting potential candidates for future vacancies.

7. CERTIFICATION AND APPROVAL OF PROVISIONAL SERGEANT
APPOINTMENT FOR TIMOTHY O'DELL EFFECTIVE FEBRUARY 1, 2025.

- It is noted for the next meeting that will be held in February will need to have the Promotional Sergeant eligibility list re-certified (expiration is March 30th, 2025)

OTHER BUSINESS

8. NEXT MEETING TO BE HELD, WEDNESDAY, MARCH 19, 2025 AT 4:00 PM.

APPROVED BY:

ROBERT BERG, CHAIRMAN

MAHLIA STEELHAMMER, SECRETARY/EXAMINER

February 21, 2025

City of Centralia Civil Service Entry Level Police Scoring

												<u>% of Veterans Points Applied to Score</u>		<u>% of Reserve Points Applied to Score</u>							
			Percent of total Score					Points Possible		Percent of total Score											
			<u>PST Test</u>		<u>ORAL Interview Scores</u>			<u>Total Oral</u>		<u>40%</u>		<u>Total Score</u>		<u>Claiming Veterans Points</u>		<u>Veterans Points</u>		<u>Centralia Reserve Class 2 w/2 years</u>		<u>OVERALL TOTAL</u>	
<u>Rank</u>			<u>Score</u>	<u>60%</u>																	
1	Pecan	Gabriel	82.92%	49.75%	56	75	68	199	66.33%	26.53%	76.29%	Yes	10%	7.63%							83.91%
2	Frost	Abigail	84.67%	50.80%	79	71	84	234	78.00%	31.20%	82.00%			0.00%							82.00%
3	Pak	Cameron	81.88%	49.13%	56	53	65	174	58.00%	23.20%	72.33%	Yes	5%	3.62%							75.94%
4	Dorvilus	Yvrose	82.80%	49.68%	39	57	62	158	52.67%	21.07%	70.75%			0.00%							70.75%
5	Bergmann	Trevor	87.43%	52.46%	56	43	28	127	42.33%	16.93%	69.39%			0.00%							69.39%
6	Lund	David	82.60%	49.56%	37	51	26	114	38.00%	15.20%	64.76%			0.00%							64.76%
7	Gatlin	Anna	81.58%	48.95%	25	34	21	80	26.67%	10.67%	59.61%			0.00%							59.61%

CERTIFIED BY: _____

DATE CERTIFIED: _____

LIST EXPIRATION DATE: _____



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 March 18 - 21*
- **Supplemental Questionnaire**
(Scoring by the same group that will be interviewing)
Weighting for overall score - **30%**
**Scoring of supplemental questionnaire approx. March 18 - 21*
- **Written Exam (grammar, spelling, etc.)**
Weighting for overall score **20%**
- **Interview**
(Top candidates from total scores of supplemental and written/typing exam)
Weighting for overall score – **50%**
**Interviews in April*
- **List to Civil Service Commission for approval.**
**April*
- **Target Hire Date: May 2025**

(Please note timeframes are subject to change)

Approval of Proposed Rule Change, Rule VII. Examinations - Section 11

Section 11– Continuous Testing

1. Continuous Testing Eligibility Register. The Secretary/Chief Examiner, following approval by the Commission, may establish any eligibility register for use by applicants tested through and certified for eligibility through a continuous testing process provided by a subscription testing service.
2. Additional Testing. Applicants placed upon this register shall be subject to such other testing processes as the Commission shall direct, including but not limited to oral boards or any other testing process conducted by the Commission or by a subscriber pursuant to this Rule. Such additional examinations shall be scheduled by the Secretary-Examiner. Any applicant who requests to be excused from the additional testing may have that request approved by the Secretary-Examiner. If approved, the applicant may remain on the register for future vacancies.
3. Removal of Names. The names of candidates to this eligibility register shall remain on the register until either certified to a secondary hiring list following an oral board or other testing as established by the Commission, the expiration of one (1) year from the date of certification or until the candidate has been hired by another public safety organization. Names may be removed upon notification by the candidate, upon the written notification of another public safety employer or an entity providing subscription testing. The Secretary-Examiner may remove a name from the register if the applicant, upon notification, fails to appear for additional testing processes.



118 W. Maple Street / P.O. Box 609
Centralia, Washington 98531

Andy Caldwell, Chief of Police

Phone 360-330-7680
cpdrecords@cityofcentralia.com

March 3, 2025

Centralia Police Civil Service Commission
PO Box 609
Centralia WA, 98531

Subject: Probationary Police Officer Appointment; Mr. Drew Johnson

To the Centralia Civil Service Commission:

This letter is to inform you that effective February 1, 2025, Mr. Drew Johnson was appointed to the position of Probationary Police Officer for our organization. Mr. Johnson is a Lateral level officer, so in accordance with our rules, he will serve a probationary period of 12 months. If you have any questions, please feel free to contact me.

Sincerely,

Andy Caldwell,
Chief of Police

cc: Personnel File, (Johnson)
Civil Service Secretary/Examiner



118 W. Maple Street / P.O. Box 609
Centralia, Washington 9853

Andy Caldwell, Chief of Police

Phone 360-330-7680
cpd@cityofcentralia.com

February 18, 2025

Centralia Police Civil Service Commission
PO Box 609
Centralia WA, 98531

Subject: Promotion of Tim O'Dell to Police Sergeant

To the Centralia Civil Service Commission:

This letter is to inform you that, effective March 1, 2025, Tim O'Dell was promoted to the rank of Police Sergeant for our organization. This promotion is being made from the active Civil Service list certified on September 30, 2024. Sergeant O'Dell's probation term for this position will be 12 months, and it falls within both the Teamsters Union and Civil Service rules.

If you have any questions, please do not hesitate to contact me.

Sincerely,


Andy Caldwell,
Chief of Police

cc: Personnel File, (O'Dell)
Mahlia Steelhammer, Civil Service Secretary/Examiner