



CONTACT: Rebecca Su, HR Manager
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Civil Service Commission

Special Meeting

Agenda

Date: June 15th, 2026 (Monday)

Time: 4:00 p.m.

Location: Bellevue City Hall
Conf. Room **1E-113**

Join on your computer or mobile app: [Click here to join the meeting](#)

Meeting ID: 244 916 980 395 230, **Passcode:** so2Mw3Kc

I. Call to Order

II. Roll Call

III. New Business

A. Police – New Business

Request to Recruit - Police Budget Analyst
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IV. Announcement of Next Meeting

V. Adjournment



Bellevue Police Department

MEMORANDUM

Date: May 29, 2026

From: Wendell Shirley, Chief of Police

To: Rita Tes, Civil Service Commission

Subject: Police Budget Analyst Recruitment

In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct recruitment, testing, and hiring for our expected Police Budget Analyst vacancy in 2026.

This is an existing non-represented position in the Police Department and there is no current eligibility list. This will be an external job posting, and the position will be available to all current City of Bellevue employees and the public.

6.02.03 STEPS AND DEVICES FOR SELECTION

In accordance with Civil Service Rule and Regulation 6.02.03, the Commission shall approve, prior to posting a job announcement, the steps and/or kinds of devices to be used to proceed to the next step. The Budget Analyst announcement has been prepared and is based on the following minimum education and experience qualifications:

Minimum Requirements:

- Graduation from a 4-year college or university with a degree in Finance, Accounting, Business or Public Administration, or equivalent degree.
- Two or more years of professional related experience in budgeting or accounting, preferably in the public sector, or related field. Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Two or more years of procurement or accounts payable experience, or related field. Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

- Advanced skill level using Microsoft Excel preferably with experience in creating, maintaining, balancing, and reconciling complex spreadsheets.
- Demonstrated experience in preparing, coordinating, and tracking annual budget development in a complex environment.
- Knowledge of financial analysis and administration of budget management process; develop and modify queries, reports and spreadsheets; business operating procedures and management control.
- Excellent written, verbal, and interpersonal communication skills.
- Proficient with Microsoft Office 365 Suite (Outlook, Word, Excel, Teams, etc.)
- Ability to obtain applicable CJIS or ACCESS Certification within six months of hire and maintain certification throughout the course of this assignment with the department.
- Must be a citizen of the United States of America, lawful permanent resident, or a Deferred Action for Childhood Arrivals (DACA) recipient with employment authorization from USCIS who can speak, read, and write the English language.

The exam selection steps and devices will consist of:

- The applications will be reviewed and scored to ensure they meet the posted minimum requirements using an Initial Screening Matrix. Applications not meeting the posted minimum requirements will be disqualified from the process. The applications meeting the posted minimum requirements will then be scored on a matrix based on several initial screening questions. This process is designed to tier candidates based upon the preferred qualifications and additional knowledge, skills, and abilities the candidate may have indicated on the application and questionnaire. The screening questions will be given a set value and a passing score of 70% on the scoring matrix will be considered passing.
- Depending on the number of applicants, the applicants that pass the Screening Matrix with a minimum required 70% score may be invited to a telephone interview before the oral panel interview step. This telephone interview will be scored with a scoring matrix with a minimum 70% passing score.
- If a telephone interview was administered, the candidates that meet or pass the scoring matrix minimum telephone interview score will be invited to an oral panel interview.
- The oral panel interview board will be scored using a scoring matrix with each question weighted equally and a passing score of 70%. The oral boards will also be graded using a scoring matrix.
- Prior to or after the panel interview, an aptitude test will be administered. The candidate must pass this test with a minimum of 70%.
- Passing candidates will be ranked on an eligibility list based upon a total cumulative score of their performance on the aptitude test and oral panel interview and in accordance with the City of Bellevue Civil Service Rules, Veteran's Preference Points will be added to the total cumulative passing score, if applicable. However, candidates must have a passing score on both portions to move on to the background process.

- The finalist(s) will undergo a background investigation to be conducted by a Personnel Services Unit Investigator pursuant to PSU workflow for non-commissioned personnel to determine suitability pursuant to RCW 41.12.070, which will be pass/fail.
- If a conditional job offer is provided, the candidate will be required to pass a polygraph, be fingerprinted for a WACIC pre-employment check, and undergo a drug test. This step will be pass/fail, with a failure being disqualified from the process.
- If at any point during the background investigation it is discovered the candidate does not meet the minimum qualifications for the position, the candidate will be disqualified from the process.
- The final step will be an interview with the Chief of Police, or his designee, and a complete review of the background investigation. The final step will be scored on a pass/fail basis. The Chief will assess the candidate's interest in the position, their strengths and weaknesses, and their willingness to adapt to the expected date of hire. If the candidate passes the Chief's interview and does not possess any disqualifiers in their background check, they may be offered a final job offer.
- If the final candidate is an internal police department candidate that has completed a background investigation, polygraph, criminal background check, fingerprinted, and a drug test in the past year, the Chief of Police may authorize a waiver for portions of the background process.



Wendell Shirley
Chief of Police