

**CITY OF BELLEVUE
CIVIL SERVICE COMMISSION
Meeting Minutes**

Tuesday
July 9, 2024

Room 1E-110

MEMBERS PRESENT: Anne Noris, Chair
Dan Crowner, Vice-Chair
Linda Parrish
Patricia Sheffels

MEMBER PRESENT: Jeff Jorgenson

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Ellen Inman, Police Department
Joy St. Germain, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:00 p.m. by Chair Noris.

II. ROLL CALL:

A quorum was present.

III. APPROVAL OF MEETING MINUTES:

Motion by Commissioner Sheffels and second by Commissioner Crowner to approve the January 9, 2024 Civil Service Commission meeting minutes as presented. Motion carried unanimously (4-0).

Motion by Commissioner Sheffels and second by Commissioner Parrish to approve the April 9, 2024 Civil Service Commission meeting minutes as presented.

Commissioner Crowner corrected the meeting minutes noting that he was not in attendance at the meeting.

At the question, motion carried unanimously (4-0) to approve the meeting minutes as corrected.

IV. NEW BUSINESS:

A. Modification to the Selection Criteria for Police Civil Service Positions

Captain Inman requested approval for a modification to the selection criteria for all police civil service ranks. The Police Department previously submitted requests that several police civil service positions be modified to allow for deferred action for childhood arrivals (DACA) recipients with employment authorization from USCIS to apply for police civil service positions. No other modifications to the selection criteria, steps, or devices are requested at this time.

Mr. Barnes explained how this change will impact existing recruitments.

Motion by Commissioner Parrish and second by Commissioner Sheffels to approve the official request to modify the selection criteria for Police Civil Service positions. Motion carried unanimously (4-0).

B. Police Administrative Service Manager Recruitment

On behalf of the Police Department, Captain Inman made an official request to conduct a recruitment examine and hiring process for an Administrative Services Manager. The current eligibility list may be exhausted. Therefore, there is a request to test in 2024. Captain Inman said that this will be an internal and external job posting open to both Bellevue Civil Service and non-Bellevue Civil Service employees.

Captain Inman responded to questions from Commissioners, including questions about the person currently in the position.

Motion by Commissioner Parrish and second by Commissioner Sheffels to approve the official request to conduct a recruitment examination and hiring process for an Administrative Services Manager. Motion carried unanimously (4-0).

C. Police Captain Promotional Exam

On behalf of the Police Department, Captain Inman made an official request to conduct a promotional exam for the rank of Captain. The current Captain eligibility list expired on February 1, 2024 and vacancies are anticipated.

Motion by Commissioner Crowner and second by Commissioner Sheffels to approve the request to conduct a Police Captain promotional exam in 2024. Motion carried unanimously (4-0).

D. Police Sergeant Promotional Exam

On behalf of the Police Department, Captain Inman made an official request to conduct a promotional exam for the rank of Sergeant. Vacancies in this position are anticipated in 2024.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Sheffels and second by Commissioner Parrish to approve the request to conduct a promotional exam for the rank of Sergeant. Motion carried unanimously (4-0).

V. ANNOUNCEMENT OF NEXT MEETING:

Chair Noris announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, October 8, 2024 at 4:00 p.m.

VI. INFORMATIONAL ITEMS:

Fire—Status Change

- A. Firefighter Engineer Promotion: Andy Hovancsek, Emily Peterson, Eric Dobsa, Welsey Taylor
- B. Retirement: John Harn
- C. Resignation: John Tetzlaff
- D. Retirement: Laurie Lamp
- E. Retirement: Doug Borst
- F. Promotions: Kris Johnson, Michael Beard, Eric Shepler, Nathan Schaefer
- G. Retirement: Jeff Grive
- H. Retirement: Todd McLean
- I. Retirement: Zan Teague
- J. Captain Promotion: Dan Sobole

Police—Executive Orders

- A. Sergeant Promotions: Off. Aaron Watanabe, Off. Christopher Wyche, Corp. Jonathan Hurley
- B. Retirement: Sgt. Shovlin
- C. Retirement: Det. Brennan
- D. Retirement: Det. Nygren
- E. ERP Award: Off. Park, Off. Perreira

VII. ADJOURNMENT:

Chair Noris adjourned the meeting at 4:45 p.m.