



CONTACT: Diane Kendall, Sr. HR Generalist
425-452-5211

**Civil Service Commission
Special Meeting
Agenda**

Date: March 28, 2023 (Tuesday)

Time: 4:00 p.m.

Location: Bellevue City Hall
Conf. Room **1E-109**

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes postponed until Next Meeting April 11, 2023
- IV. New Business
 - a. Request to Reinstate David Svilar
 - b. Request to Conduct Battalion Chief Recruitment with Amended Qualifications
- V. Announcement of Next Meeting: April 11, 2023
- VI. Adjournment



Fire Department

Interoffice Memorandum

March 22nd, 2023

TO: Bellevue Civil Service Commission
FROM: Jerome (Jay) Hagen, Fire Chief
SUBJ: REQUEST TO REHIRE DAVID SVILAR

I am requesting permission to rehire David Svilar, a previous employee of the department, who left in good standing on May 15th, 2021, which falls within the 5-year window in the 2019 Civil Service Rules Section 4.03, "Reemployment". For situations where the department desires to rehire the rule states:

"At the request of the appointing authority and upon approval by the Civil Service Commission, any person who has resigned in good standing, and who has attained permanent status prior to separation may, within five years of the effective date of his/her separation, be reemployed in an entry level position provided that he/she can successfully pass the examination, and provided there are no employees of the same department who have been laid off and whose names appear on a reemployment list for the department. Persons reentering the classified service through reemployment must complete a one-year probationary period in order to regain permanent status. Seniority and continuous service in the department will be counted only from the reemployment date. Previous service will not be restored to seniority."

David has successfully passed all rehire requirements and will be an asset to the department.

Respectfully,

A handwritten signature in cursive script that reads "Jerome D. Hagen".

Jerome (Jay) Hagen
Fire Chief



Fire Department Interoffice Memorandum

March 6, 2023

TO: Joy St. Germain, Chief Examiner
Civil Service Commission

FROM: Jay Hagen, Fire Chief

SUBJ: REQUEST TO CONDUCT BATTALION CHIEF PROMOTIONAL EXAM WITH
AMMENDED QULAIFICATIONS

In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct a promotional exam for the rank of Battalion Chief with amended qualifications. The process will begin in April of 2023 and conclude in May of 2023. The current list is exhausted.

These qualifications have been discussed and agreed upon by Bellevue Fire Administration, Local 1604, and City of Bellevue Human Resources.

The department Battalion Chief job announcement is based on the following minimum qualifications:

Hold the rank of Captain in the Bellevue Fire Department having completed the probationary period.

and

Be certified as an Acting Battalion Chief as of May 11, 2023, by 1700 hours.

All applicants must meet the above qualifications before May 12, 2023 the expected date the list will be certified.



Fire Department Interoffice Memorandum

In addition, the details of the promotional exam process and scoring are as follows:

- Tactical Exercise: Weight of 40% of total score with 70% required to pass.
- Assessment Center: Weight 60% of total score with 70% required to pass.

If you have any questions, please contact me at (425) 452-6895.

Sincerely,

A handwritten signature in cursive script that reads "Jay Hagen".

Jay Hagen
Fire Chief