



CONTACT: Rebecca Su, HR Manager
(425) 452-6817

Civil Service Commission

Special Meeting

Agenda

Date: August 15, 2023 (Tuesday)

Time: 4:00 p.m.

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

Join on your computer or mobile app: <https://cityofbellevue.zoom.us/j/83550045530>

Meeting ID: 835 5004 5530, **Passcode:** 033300

- I. Call to Order
- II. Roll Call
- III. New Business
 - a. Request to Establish Public Information Officer Eligibility List – Police
 - b. Request to Conduct Entry Level Firefighter Recruitment – Fire
- IV. Announcement of Next Meeting: Regular Meeting October 10th, 2023
- V. Adjournment



City of Bellevue

Human Resources



Bellevue Police Department

MEMORANDUM

Date: 08/08/2023

Date: August 8th, 2023

From: Wendell Shirley, Chief of Police

To: Joy St. Germain, Civil Service Commission

Subject: Public Information Officer

6.05.01 REQUEST TO ESTABLISH PUBLIC INFORMATION OFFICER ELIGIBILITY LIST

In accordance with Civil Service Rules and Regulations, *6.05.01 Request to Establish Eligibility List*, please accept this correspondence as an official request to conduct recruitment and hiring for a Public Information Officer.

The Police Department is expecting the need to fill a vacancy of the Public Information Officer, and we request to establish an eligibility list in 2023 as 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.

This position serves as the Police Department's expert in communications and public information, administering related activities. The department Public Information Officer develops, coordinates, and implements communication strategies between Police employees, customers, citizens, the public, the media, other City staff, and public officials. The Public Information Officer promotes Police customer and public engagement activities and provides opportunities for customers and the public to learn about Police projects, programs, services, and operations. The demonstrated ability to work effectively and collaboratively within a team as well as independently is critical to the individual's success. This position works and collaborates regularly with other communications practitioners citywide and the Chief Communications Officer, in a matrixed environment.

Essential Duties and Responsibilities:

- Coordinate key messages & department posture with the City's Chief Communications Officer and police administration.

- Look for strategic opportunities to communicate Police Department's vision and value and enhance Police Department's overall brand in the community
- Write press releases with input from the supervisor in charge of the case, detectives, and outside law enforcement agencies
- Coordinate press conferences, conduct interviews and release information within the confines of state laws and city policy governing public disclosure
- Maintain and improve existing information dissemination pathways
- Facilitate and maintain a close working relationship with media outlets
- Assist in dissemination and tracking of job vacancy announcements
- Write articles for the citywide *It's Your City* newspaper and Neighborhood News newsletter
- Participate in citywide PIO working group, Diversity Focus Group and Police Foundation
- Update and maintain the police department Internet and Intranet websites
- Assist with other departmental programs as needed
- Provide creative ideas, strategies, and proposals for effective marketing of the police department and programs
- Plan, schedule and conduct promotional and award ceremonies
- Coordinate public outreach programs (crime prevention, charitable auctions, public speaking engagements, etc.)
- Assist the Office of Professional Standards with accreditation-related tasks
- Respond to media inquiries on a 24/7 on-call basis. This position includes a take-home vehicle that may be used in compliance with applicable city and department policy.

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. We intend to use the following minimum education and experience qualifications in screening and selection of the candidate:

Qualifications:

Education, Experience, and Other Requirements

- Bachelor's Degree, preferably in Journalism, Communications, Public Relations, Marketing, or related field.
- At least five (5) years of professional experience involving communicating with the public or other related areas, with increasing responsibility.
- Some public sector experience is preferred.
- Experience working with members of the media in an on-camera role.

- Experience working with members of law enforcement.
- An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities can be substituted for the above requirements.
- Valid Washington State driver's license.

Knowledge, Skills, and Abilities:

Knowledge of:

- Public relations and public involvement techniques and strategies
- Media relations strategies
- Proficiency in managing social media platforms. Familiarity with social media analytics, content creation, and crisis management on social media is beneficial.
- Social media marketing techniques and strategies
- Elements of web page design
- SharePoint
- Video production and editing
- Desktop publishing
- Microsoft Office products, including Outlook, Word, Excel, and PowerPoint.
- Various social media platforms, including Facebook, Twitter, and YouTube.
- The National Incident Management System (NIMS)

Demonstrated ability to:

- Quickly develop a working knowledge of project, department, or program being represented.
- Establish and maintain effective working relationships and communicate with the media, other City employees, managers, customers, citizens, public, government agency representatives, and appointed and elected officials.
- Communicate effectively with individuals from different backgrounds, respecting and understanding their perspectives.
- Adhere to high ethical standards, ensuring transparency, accuracy, and honesty in communication with the public and media.
- Write and oversee the design of promotional, educational, and informational materials.
- Communicate effectively, both orally and in writing.
- Work in a team environment and work independently.
- Work in a matrixed environment.
- Provide exceptional customer service to internal and external customers.
- Make persuasive public presentations.
- Appear on TV, radio, and digital media.
- Communicate technical information in a non-technical manner.

- Listen and respond to citizens and other customers on a variety of issues.
- Accomplish goals using sound analytical and decision-making skills and creatively problem-solve complex issues.
- Develop community relations and communications programs and strategies.
- Maintain composure and work effectively in a high-pressure environment with changing priorities.
- Respond to emergency situations, managing communication needs.
- Occasionally work late hours and on weekends.
- Prepare and present information for diverse audiences.
- Produce, write, and direct public access videos.
- Assess and prioritize multiple tasks, projects, and demands.
- Operate a personal computer utilizing standard and specialized software.

Other:

Working Conditions & Physical Demands

- Work involves talking, using hands to handle, feel, or operate objects, tools, or controls, and reaching with hands and arms.
- Safe vision abilities for this role include peripheral vision and depth perception.
- Must be able to lift and carry up to 20 lbs., and engage in bending at the waist, pulling, pushing, and climbing.
- Work is done mostly indoors, and the noise level in the work environment is usually moderate.
- Primarily office setting, however the person filling this position will also be required to work outside in conditions that may include working in or near heavy equipment and vehicles, and in a wide variety of public and private facilities.
- Individuals must have adequate hearing and visual acuity to successfully perform the essential job functions and requirements of the position.
- Individuals must be able to speak and understand verbal communication.
- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

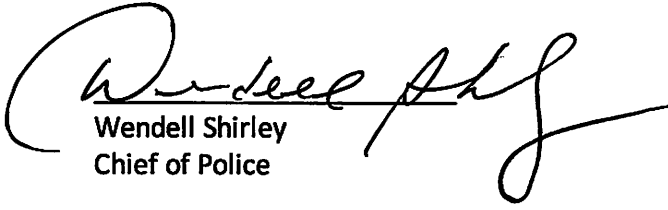
Applicants must also meet the following requirements:

- No felony convictions
- No use or possession of heroin, GHB or any other "date rape" drug, including giving it to others.
- No use of marijuana, including legal marijuana derivative, bi- products or concentrates, within 12 months of the last date to file application.

- No illegal use or possession of any other drug within three years of the last date to file application.
- No illegal sale, manufacturing, or distribution of any drug, including marijuana.

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
- Depending on the number of applicants, the applicants that pass the Screening Matrix minimum required 70% score may be invited to a telephone interview. This interview will be conducted by at least two current Police employees. These interviews will be scored with a Screening Matrix with a minimum 70% passing score.
- If a telephone interview was administered, the candidates that meet or pass the Screening Matrix minimum telephone interview score will be invited to an oral panel interview.
- The oral panel interview board will consist of at least two current Police employees. The interview 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 Screening Matrix.
- Prior to the panel interview, an aptitude test will be administered. The candidate must pass this test with a minimum of 70%.
- Candidates will be ranked by a total cumulative score of their performance on the telephone interview, aptitude test and oral panel interview. However, candidates must have a passing score on the oral panel interview to move on to the background process.
- The finalist(s) will undergo a background investigation to be conducted by a Personnel Services Unit Investigator. The candidate will be required to pass a polygraph, be fingerprinted for a WACIC pre-employment check, and undergo a drug test.
- The final step will be an interview with the Chief of Police, or his designee, and a review of the background investigation. This final step will be scored on a pass/fail basis. The Chief will assess the candidate's interest in the position, his or her 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 will be offered a final job offer.
- 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.



Wendell Shirley
Chief of Police



Fire Department

Interoffice Memorandum

August 9, 2023

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

FROM: Andy Adolfson, Acting Fire Chief

SUBJ: REQUEST TO CONDUCT ENTRY-LEVEL FIREFIGHTER HIRING PROCESS IN 2023

In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct another entry-level firefighter hiring process in 2023.

The current entry-level firefighter list certified July 6, 2023, is exhausted. We project several vacancies above what that list was able to provide. This new entry-level firefighter list would be used to fill several positions for an academy to begin sometime in 2024.

If the Civil Service Commission approves my request, the Department would prepare an Entry-Level Firefighter job announcement based on the following minimum qualifications and scoring, which have not changed since the last entry-level hiring process and are based on the following:

Minimum qualifications:

- Be at least 18 years of age by date of hire.
- Have a high school diploma or GED Certificate.
- Be a U.S. Citizen or lawful U.S. resident with the ability to read and write the English language.
- Must be in appropriate physical condition and meet medical standards as established by the City of Bellevue Fire Department.
- Have a valid Washington State driver's license by date of hire (and ability to maintain).

Additional details of the exam process and scoring are as follows:

- Must take the Written Exam which is conducted by National Testing Network.
- Must pass a Candidate Physical Assessment Test (CPAT).
- Rapid Round and Oral Board interviews which are conducted by the Fire Department.
- Must pass department-specific agility test.
- Candidates are ranked by their Oral Board interview score, then Veteran's preference points (if applicable) are added to determine their final ranking on the Entry Level Firefighter Eligibility List.

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

Sincerely,



Andy Adolfson
Acting Fire Chief