



CONTACT: Joy St. Germain, HR Director
425-452-4581

Rebecca Su, HR Manager
425-452-6817

Civil Service Commission

Regular Meeting

Agenda

Date: April 9, 2024 (Tuesday)

Time: 4:00 p.m.

Location: Bellevue City Hall
Conf. Room **1E-110**

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

Meeting ID: 276 935 020 339, **Passcode:** R3xHmh

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
 - a. Regular Meeting: 1/9/24
- IV. Tuesday Meeting Schedule
- V. New Business

Police - New Business

Modifying Selection Steps for Entry Level Police Officers

Fire - New Business

Request to Conduct Fire Lieutenant Promotional Exam in 2024

Request for Extension of Certified Eligibility List for Battalion Chief



VI. Announcement of Next Meeting: July 9, 2024

VII. Adjournment

Informational Items:

Fire:	
Resignation	Floyd Wade
Promotion of Staff to Firefighter/Engineer	Andy Hovancsek, Emily Peterson, Eric Dobsa, Wesley Taylor
Personnel Reassignment	Mark Anderson, Andy Oltman, Ryan Armstrong, Dan Sobole, Eric Shepler
Commendation	Brandon Bothwell, Brian Fialdini, Will Dunne
Trial Service Period Termination	Scott Loehndorf

Police:	
Resignation	Dereck Garza
Resignation	Jaxen Barnes
Resignation	Oyuki Ornelas
Employee Recognition Awards	Kristina Galloway, Tony Romero, Craig Hanaumi, Ray Lofink, Shawna Gibson
Resignation	Zhi Wu



Bellevue Police Department

MEMORANDUM

Date: March 21st, 2024

From: Wendell Shirley, Chief of Police

To: Joy St. Germain, Civil Service Commission

Subject: Civil Service Commission Meeting April 9th, 2024 - Memo Related to Modifying the Selection Steps for Entry Level Police Officers

NOTIFICATION

Please accept this correspondence as a request for approval for modification to the selection steps used in the screening, ranking, and selection of entry level police officers.

AGENDA MEMO

Agenda Memo Subject:

The Bellevue Police Department is seeking approval from the Bellevue Civil Service Commission, in accordance with Bellevue Civil Service Rule 6.02.03, to amend the procedures for screening, ranking, and selecting entry-level police officers. This amendment involves restructuring the process to enhance efficiency by eliminating the intake interview. This modification will not affect the selection process for lateral entry level police officers.

Fiscal or Other Impacts:

This change in the procedural steps will speed up the movement of applicants into the background investigation phase. As a result, Bellevue will improve its chances of recruiting new entry-level police officers by swiftly advancing candidates through the process, thus increasing our ability to hire viable candidates before they consider opportunities elsewhere. Additionally, eliminating the intake interview will reduce the workload on staff, as these interviews currently consume approximately 40 hours per week for scheduling and administration, along with requiring additional staff for panel participation. There will be no fiscal impact due to this modification.

Background:

Per Civil Service Rule 6.02.03, the Commission shall approve, prior to posting a job announcement, the steps and/or kinds of devices to be used, the relative weight of each scored step, and the passing score required on each scored step in order to proceed to the next step. This proposal to modify the steps for the selection, ranking, and screening of entry level police officers will streamline the hiring process by eliminating a portion that is causing delays in our current process. In a competitive job market, long delays in the hiring process cause applicants to accept job offers from other agencies or to lose interest in Bellevue's hiring process.

Written Test & Intake Interview. Applicants are currently ranked on the Civil Service Entry Level Eligibility List after successfully passing a written test on Public Safety Testing (PST) and passing an intake interview. This proposed modification will remove the intake interview from being required prior to Civil Service ranking. Civil Service eligibility ranking will be based on successfully passing the PST written test, and added military points, if applicable. The scoring matrix for the written test portion will not be impacted by the removal of the intake interview.

Currently, there is a time gap between the written test and the scheduling and conducting of intake interviews. The Department has noticed delays caused by difficulties in arranging these interviews. Furthermore, organizing and conducting intake interviews currently demands around 40 hours of staff time per week. Occasionally, staffing constraints exacerbate the issue, making it difficult to secure interview panelists. Consequently, this delay leads to the department losing potential candidates who withdraw from the process due to accepting other job offers or for various reasons.

Furthermore, by removing the intake interview before ranking, we can evaluate a larger pool of applicants, as they won't be eliminated based solely on one interview. Currently, candidates who pass the PST written test are slated for an intake interview. However, these interviews may not offer an accurate reflection of applicants' quality, as factors like a bad day or lack of interview experience can influence outcomes. By prioritizing the scored written test for eligibility ranking, the department can base hiring decisions on a more comprehensive assessment of the applicant. While the intake interview will be removed, the Integrity Interview will still be conducted during the pre-employment background stage. The Integrity Interview is conducted by the assigned background investigator.

Proposed Process Flow. It is proposed to reorganize the entry level police officer hiring flow to streamline the process by eliminating a step that is causing a delay. All other existing steps, devices, and scoring will remain the same for selection and screening.

The proposed process for entry level officers will flow accordingly:

1. Applicant takes Public Safety Testing (PST) written test.

- a. If in the military, uploads military documents for bonus points.
2. Civil Service ranks the applicant based on the PST test score and military bonus.
3. The applicant must pass the Physical Ability Test (PAT) before they can move forward in the process.
4. PSU emails the Personal History Questionnaire (PHQ) with a 1-week deadline to return to PSU.
 - a. Once the PHQ is received, a PSU backgrounder will review each packet for obvious disqualifiers or for missing documents.
5. If the applicant passes the PHQ packet review, a background investigator is assigned.
6. The background investigator conducts an Integrity Interview with the applicant.
 - a. After the Integrity Interview, the backgrounder will either pass or fail the applicant.
7. If the applicant passes the background, the Chief can choose to offer a conditional job offer.
8. If a conditional job offer is provided, the applicant takes polygraph, medical and psychological exams.
 - a. After any of the polygraph, medical and psychological exams, the backgrounder will either pass or fail the applicant.
9. The Chief interviews the applicant and the applicant is either disqualified or offered a final job offer.

Effective Date:

The modification will take effect on April 16th, 2024, as there are intake interviews already scheduled through April 15th, 2024.

Motion:

Move that effective April 16th, 2024, the steps and devices used in the selection of entry police officers are modified to remove the intake interview. All remaining steps and devices will remain in effect for entry level selection. This motion will not affect the selection process for lateral entry level police officers.

Wendell Shirley
Chief Wendell Shirley



Fire Department

Interoffice Memorandum

March 12, 2024

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

FROM: Jay Hagen, Fire Chief

SUBJ: REQUEST TO CONDUCT FIRE LIEUTENANT PROMOTIONAL EXAM IN 2024

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 Fire Lieutenant in 2024. The current eligibility list expires September 30, 2024, but will likely be exhausted before then. I anticipate several vacancies for the position Lieutenant.

All applicants must meet the minimum qualifications on or before the application deadline.

The details of the promotional exam process and scoring are as follows:

Written Examination (section 1): This will consist of a variety of written questions based on the Bellevue Fire Department Standard Operating Procedures, Lesson Plans, Best Practices document, King County Model Procedures, the Training Manual and other documents.

Tactical Assessment Lab (section 2): This will consist of a variety of simulated (audio/visual) emergency incidents designed to evaluate a wide range of management skills and abilities at an emergency scene, based in part on the Bellevue Fire Department Standard Operating Procedures, Lesson Plans, Best Practices document, King County Model Procedures, and the Training Manual.

Assessment Center (section 3): This will consist of a variety of simulated written and oral exercises designed to evaluate a wide range of management skills and abilities, based in part on the Bellevue Fire Department Standard Operating Procedures, Lesson Plans, Best Practices document, City Policies and Procedures, and the Training Manual.

Scores from the written exam, Tactical Assessment Lab and Assessment Center will be standardized. The standardized weighted scores will be added together, and the combined score will establish each candidate's rank on the list per Civil Service rules. Candidates must receive a score of 70% or greater on these sections to be placed on the eligibility list. Candidates scoring below 70% will be notified in writing.

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



Jay Hagen
Fire Chief



Fire Department

Interoffice Memorandum

March 18, 2024

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

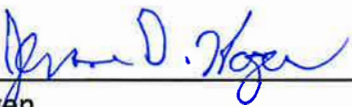
FROM: Jay Hagen, Fire Chief

SUBJ: REQUEST FOR EXTENSION OF CERTIFIED ELIGIBILITY LIST FOR BATTALION CHIEF

The current certified Eligibility List for Fire Battalion Chief expires May 11, 2024. Prior to the Yakima Decision by the State Supreme Court, the Fire Department utilized two-year promotional lists. The Court decision requires that we now operate under the 2009 Bellevue Civil Service Commission Rules & Regulations, which allow for one-year promotional lists. At the request of the appointing authority, the Commission may approve a list life of up to two years maximum.

Therefore, in accordance with our Civil Service Rules and Regulations, and based on previous precedent, please accept this correspondence as the official request to extend the current certified Fire Battalion Chief list one year, until May 11, 2025. I foresee more vacancies occurring within the next year and therefore seek approval to extend this list to fill the anticipated vacancies.

If you have any questions, please do not hesitate to contact me at 452-6895.



Jay Hagen
Fire Chief