



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

Rebecca Su, HR Manager
425-452-6817

Civil Service Commission

Regular Meeting

Agenda

Date: October 14, 2025 (Tuesday)

Time: 4:00 p.m.

Location: Bellevue City Hall
Conf. Room **1E-112**

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

Meeting ID: 243 678 595 959, **Passcode:** Kn3cE9Z4

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
 - a. Regular Meeting: July 8th, 2025
 - b. Special Meeting September 16th, 2025
- IV. Oral communication from the public, limited to three minutes per person on items on the Civil Service Commission meeting agenda.
- V. Reports



VI. Unfinished business

VII. New Business

A. Fire – New Business

Request to Extend Captain Eligibility List
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Request to Conduct Firefighter/Engineer Promotional Exam in 2026
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Request to Conduct Battalion Chief Promotional Exam in 2026

B. Police – New Business

Acting Captain Appointment

Request to Modify Selection Steps for Entry Level Police Officers

Request to Modify Selection Steps for Lateral Level Police Officers

Request to Conduct Recruitment – Police Senior Administrative Assistant

C. New Business – Civil Service
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2026 Rule Update Adoption Plan

VIII. Adjournment

Informational Items:

Fire:

Promotions - Dave Tait, John Lapsansky, Macaleb Fitzgerald, Clark Richards
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Personnel Reassignments_Burns_Persons

Resignation – Kyle Nelson

Resignation Notification_Lt. Kevin Guitron
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Personnel Reassignments_RRood_RCogdill
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Personnel Reassignment_MPan

Personnel Reassignment_SCregger

Personnel Reassignments – Mohamed Diawara, Nicholas Conlan, Shirlann Harmon, Eli Gordley, Sorain Dy, Nolan Hoover, Carter Bennett, Lucas Kimberly, Alexandra Gowdy, Emilio Sanchez, Mason Kyles, John Slagle, Aaron Kim, Garrett McNeill, Sullivan Smith, Eleanor Joselyn

Promotion - Lieutenant Svilar



Acting Assistant Fire Marshal – Ross Fryberg
Retirement Notification_William Santangelo
Resignation Notification - Spencer Bourque
Personnel Reassignment_Pan and C.Johnson
Personnel Reassignment_Bridenbaugh
Personnel Reassignment – J Jobs
Retirement Notification - Rich Smith
PFF Smith Personnel Reassignment

Police:
Transfer – Calvin Sun
Recruit P Kaur-Resignation
Recruit Montes-Valdivia-Resignation
Ofc Ayala-Transfer to Traffic
Ofc Pinti-Resignation
Ofc Megill-Resignation
Ofc Johnson-C Flay-Officer-Civilian of Half Term
Ofc Turaga - Resignation
Recruit Forsythe-Resignation
Kelley, Serna, JJones, Gillman - Transfer to SET
PSS Escobar - Resignation
Thank You Report - July 2025

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

Tuesday
July 8, 2025

Hybrid

MEMBERS PRESENT: Dan Crowner, Chair
Jeff Jorgenson
Linda Parrish
Patricia Sheffels, Vice-Chair

MEMBER ABSENT: Anne Noris

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Matt Burrows, Fire Department
Kathleen Kline, City Attorney's Office
Joseph Nault, Police Department
Rebecca Su, Human Resources
Rita Tes, Human Resources
Alex Tsimmerman, Public Comment

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:04 p.m. by Chair Crowner.

II. ROLL CALL:

A quorum was present.

III. APPROVAL OF MEETING MINUTES:

Motion by Commissioner Jorgenson and second by Commissioner Sheffels to approve the April 8, 2025 Civil Service Commission meeting minutes as presented. Motion carried unanimously (4-0).

IV. ORAL COMMUNICATIONS:

Chair Crowner reviewed the guidelines for Oral Communications (Ordinance 6752).

Alex Tsimmerman, President of Stand Up America

Mr. Tsimmerman said that there is a critical situation because Mayor Robinson controls everyone. Mr. Tsimmerman was trespassed and everyone knows but no one stops the situation. Everyone is afraid of Mayor Robinson. He said that having meetings once per quarter does not allow the public enough opportunity to speak.

V. REPORTS:

None.

VI. UNFINISHED BUSINESS:

None.

VII. NEW BUSINESS:

A. Fire: Request for Temporary Appointment Provisional Captain Medical Services Officer (MSO)

As a result of a non-duty injury, Chief Burrows said that the Fire Department needs to fill a position with a temporary appointment for one of the Medical Services Officer (MSO) assignments. The requirement is that this position is to be assigned as either a Lieutenant MSO or Captain MSO who has completed the MSO training book and who has been a King County trained paramedic or a staff member who has worked in the EMS Division as an administrative officer for a minimum of 2 years. Currently, no internal candidates or staff members on the Civil Service promotional lists meet these requirements.

Chief Burrows reviewed the appointments to fill the gap and meet the operational needs of the department. He also noted that Local 1604 has been consulted and is supportive of the decisions resulting in these assignments.

B. Police:

None.

VIII. ANNOUNCEMENT OF NEXT MEETING:

Chair Crowner announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, October 14, 2025 at 4:00 p.m.

IX. INFORMATIONAL ITEMS:

Fire—Status Change

- A. Personnel Reassignments – Connor Hoyle and Brock Jorgensen
- B. CPSE Accreditation – Department Earns 6th CPSE Accreditation
- C. Personnel Reassignment – Keith Allen
- D. Personnel Reassignments – Michael Markey and Connor Hoyle
- E. Resignation – Fire Prevention Officer LeMont Lucas
- F. New Hire – Ross Fryberg
- G. Wildland Program Lead and Wildland Team Recruiting
- H. Personnel Reassignments – S. Oliver, R. Smith, D. Castillo, M. Wurster
- I. USAR Position – Rescue Specialist Interview Results
- J. Paramedic Class 52
- K. Personnel Reassignments – Academy Instructors
- L. Steve Medina Retirement Notification
- M. Resignation – Connor Hoyle
- N. Recruit Academy - Class 18 Graduate Bios
- O. Personnel Reassignments – John Lapsansky and Michael Markey
- P. Wildland Lead Interview Results
- Q. MSO Provisional Assignments
- R. Personnel Reassignment – Training Division Tim Yaw

Police—Executive Orders

- A. Nicole Bells – Resignation
- B. Bryan Hershberger – Retirement
- C. Brian Orr – Retirement
- D. Michael Dolce – Resignation
- E. Dylan Van Vleet – Resignation
- F. Ion Cazac – Resignation
- G. Angel Francois – Promotion
- H. Gustavo Ferrari – Resignation
- I. Robert Way – Resignation
- J. Aleah Moe – Promotion
- K. Michael Bryson – Retirement
- L. Annual Department Awards
- M. Thank You Report – April-May 2025
- N. Thank You Report – June 2025
- O. Thank You Report – March 2025

X. ADJOURNMENT:

Chair Crowner adjourned the meeting at 4:22 p.m.

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

Tuesday
September 16, 2025

Hybrid

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

OTHERS PRESENT: Dave Tait, Fire Department
Doug Halbert, Fire Department
Chad Barnes, City Attorney's Office
Kathleen Kline, City Attorney's Office
Rebecca Su, Human Resources
Rita Tes, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:02 p.m. by Chair Crowner.

II. ROLL CALL:

A quorum was present.

III. ORAL COMMUNICATIONS:

None.

IV. NEW BUSINESS:

A. Fire: Request to Conduct Deputy Chief Promotional Exam in 2025

On behalf of the Fire Department, Chief Halbert made an official request to conduct a promotional exam for the rank of Deputy Chief. The current list has been exhausted.

Motion by Commissioner Jorgenson and second by Commissioner Sheffels to approve the request to conduct a Deputy Chief Promotional Exam for the Fire Department in 2025. Motion carried unanimously (5-0).

V. ANNOUNCEMENT OF NEXT MEETING:

Chair Crowner announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, October 14, 2025 at 4:00 p.m.

VI. ADJOURNMENT:

Chair Crowner adjourned the meeting at 4:07 p.m.



Fire Department

Interoffice Memorandum

September 25, 2025

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

FROM: Dave Tait, Fire Chief

SUBJ: REQUEST FOR EXTENSION OF CERTIFIED ELIGIBILITY LIST FOR CAPTAIN

The current certified Eligibility List for Fire Captain expires January 28, 2026. 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 2019 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 Captain list one year, until January 28, 2027. I foresee more vacancies occurring within the next year and a half and therefore seek approval to extend this list to fill anticipated vacancies.

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

DocuSigned by:

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Dave Tait
Fire Chief



Fire Department

Interoffice Memorandum

September 25, 2025

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

FROM: Dave Tait
Fire Chief

SUBJ: REQUEST TO CONDUCT FIREFIGHTER/ENGINEER PROMOTIONAL EXAM IN 2026

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 Firefighter/Engineer in the first quarter of 2026. The current eligibility list for Firefighter/Engineer will expire January 30, 2026, and I anticipate vacancies in this position in the months and years to come.

The department intends to prepare the Firefighter/Engineer job announcement based on the following minimum qualifications and examination specifics.

FIREFIGHTER/ENGINEER

Application Period:	November 3-21, 2025	Employment Status:	Full-Time/Regular
Late Applications:	Not accepted after last date to file	Bargaining Unit:	IAFF Local 1604
Pay Range:	\$10,060.76 - \$11,373.23 Monthly (2024)	Job Site:	Multiple in Bellevue, Wash.
Payroll Title:	Firefighter/Engineer	Address:	Fire Dept. Headquarters 450 110 th Ave NE Bellevue, WA 98004
Number of Positions:	Establishment of Eligibility List		
Department/Division:	Fire Department		

VACANCY: The eligibility list resulting from this examination will be used to fill Firefighter/Engineer vacancies occurring within one year of the date the list is established, or two years if extended by the Civil Service Commission at the request of the employer, or until such time as the list is exhausted, whichever occurs first.

PROBATIONARY PERIOD: The people appointed to this position must complete a one-year probationary period.

WHO MAY APPLY: Firefighters in the City of Bellevue Fire Department who will be certified as Acting Driver/Operator prior to the date of the written exam.

TO APPLY FOR THIS POSITION: You must complete an online application in NEOGOV for this Firefighter/Engineer promotional exam. The NEOGOV job posting will be active starting at 0800 hours on November 3, 2025, and close at 1700 hours on November 21, 2025. Current/valid driver operator certification at the time of the test will be verified by the Training Division for each applicant.

FOR QUESTIONS CONTACT: Battalion Chief Charlie Kimball - (425) 802-0724

HR GENERALIST IN CHARGE: Rita Tes - (425) 452-4449

THE POSITION

The position of Firefighter/Engineer in the Fire Department performs the duties of firefighters, in addition to the following major duties:

- Operates apparatus equipped with pumps and/or aerial devices and equipment in a safe and proficient manner, ensuring the safe delivery of the crew to the scene.
- Communicates status of apparatus, equipment, and operational function to other crew members and units during emergency operations as well as routine non-emergency operations; maintains appropriate and required documentation as it relates to apparatus and equipment.
- Inspects apparatus and equipment for mechanical soundness and operational effectiveness.
- Maintains apparatus and equipment for safe and operational use; performs light repair as needed.
- Serves in a leadership capacity as a technical resource to other crew members, trains crew members in use of equipment and apparatus.
- Conducts and maintains inventory of all equipment and apparatus; maintains appropriate records.
- Must be willing to work a 40-hour per week/8-hours per day work week, when assigned.

Knowledge, Skills, and Abilities

Knowledge of equipment and apparatus; skill in operation of apparatus; able to recognize potential hazards and danger in advance; skill in driving apparatus; ability to conduct apparatus inspections; demonstrated logical reasoning.

MINIMUM QUALIFICATIONS
(Prior to the date of the Written Exam)

To Take the Written Exam

- Successful completion of the Department's *Driver/Operator Training Curriculum* and current certification as a Bellevue Fire Department Driver/Operator.
- Current certification as Pumper Operator as required by the Department, which includes successful demonstration of competency in all objectives in NFPA 1002 (2017), Standard for Fire Department Vehicle Driver/Operator Professional Qualifications, Chapters 4 and 5.
- Possession of a current and valid Washington State driver's license to take the exam and to perform the duties of Firefighter/Engineer. (NOTE: Appointments will take into consideration each candidate's personal and professional driving records.)

SELECTION PROCESS

Written Exam:

All applicants meeting the eligibility requirements will be invited to attend the written examination administered in January 2026. Candidates must receive a score of 70% or greater on the Written Exam to advance to the Practical Skills Exam. (Weight 40% of Total Score)

Practical Skills Exam:

Candidates who successfully pass the Written Exam will be invited to a practical demonstration of skills in January 2026. Candidates will be tested on all knowledge, abilities, and skills identified herein, in addition to working knowledge of the policies and procedures which govern the safe operation of apparatus, and which are central to the responsibilities of a Firefighter/Engineer. Candidates must receive a cumulative score of 70% or greater on the Practical Skills Exam to be considered passing. (Weight 60% of Total Score)

Final Scoring:

A total cumulative score averaging 70% or above, which includes a combination of both the written and practical examinations, will be considered passing.

Thank you for your consideration of this request. If you have any questions, please contact me at (425) 452-6895.

Respectfully,



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Dave Tait - Fire Chief



Fire Department

Interoffice Memorandum

October 7, 2025

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

FROM: Dave Tait
Fire Chief

SUBJ: REQUEST TO CONDUCT BATTALION CHIEF PROMOTIONAL EXAM IN 2026

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 in 2026. The current eligibility list doesn't expire until May 2026, however, the list is likely to be exhausted before the end of this year.

The department intends to prepare the Battalion Chief job announcement based on the following minimum qualifications and examination specifics.

MINIMUM QUALIFICATIONS

Two consecutive years' experience as a Bellevue Fire Captain; a valid Emergency Medical Technician (EMT) or paramedic certification.

and

The qualifications detailed in the "Battalion Chief Qualifications" matrix to be published and/or distributed with the job announcement at least 30 days in advance of the application deadline. Final determination will be made by an appointing authority.

or

Fire Captains who have previously qualified to take the Battalion Chief's exam are eligible. "Previously qualified" is defined as being listed on the most current Battalion Chief eligibility list.

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

In the event 3 or more applications are not submitted with the above qualifications, we would request the application process be re-opened with the following qualifications:

Holds the rank of Captain.

and

A valid Emergency Medical Technician (EMT) or Paramedic certification.

EXAMINATION SPECIFICS

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

- Tactics Exam (section 1): This component of the promotional process 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, Tactics & Incident Management Sharepoint materials, and the Training Manual. Candidates must receive a score of 70% or greater on the Tactics Exam to advance to the Assessment Center. (Weight 40% of Total Score)
- Assessment Center (section 2): This component of the promotional process will consist of a variety of simulated written and oral exercises designed to evaluate a wide range of personnel management and leadership skills and abilities, based in part on the Bellevue Fire Department Standard Operating Procedures, City of Bellevue and Fire Department documents, Washington Administrative Code, Lesson Plans, Best Practices, and Training Manual. Candidates must receive a cumulative score of 70% or greater on the Assessment Center to be considered passing. (Weight 60% of Total Score)

A total cumulative score averaging 70% or above, which includes a combination of the tactical exercise and assessment center, will be considered passing.

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

Respectfully,

Dave Tait - Fire Chief



Bellevue Police Department

MEMORANDUM

Date: 10/01/2025

FROM: Chief Wendell Shirley
TO: Civil Service Commission

Acting Captain Appointment

Pursuant to Civil Service Commission Rule 7.02, I am notifying you of one Acting Captain Appointment, effective September 16, 2025, which will exceed twenty (20) consecutive calendar days. I appointed one Patrol Sergeant to Acting Captain based on merit, efficiency, and fitness:

(1) Sergeant Brendan Kidd to Patrol Captain.

This Appointment is due to the temporary leave absence of one regular Patrol Captain and the need to ensure the squads are adequately staffed with a Captain.


Chief Wendell Shirley

CC: Assistant Chief Popochock
PSU Captain Nault



Bellevue Police Department

MEMORANDUM

Date: 10/14/2025

From: Wendell Shirley, Chief of Police

To: Joy St. Germain, Civil Service Commission

Subject: Civil Service Commission Meeting October 14th, 2025 - Memo Related to Modifying the language for selection of entry level police officer job applicants

NOTIFICATION

Please accept this correspondence as a request for approval for modification to the selection parameters 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 officer job applicants. This amendment involves adding a step of reviewing application packets for known disqualifiers prior to invitation for the oral interview, allowing the police department to disqualify job applicants from consideration at such step.

Fiscal or Other Impacts:

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 eligibility list for the subsequent steps in the hiring process. This proposal is to add a step to the hiring process for the disqualification of job applicants who report information on their job application and supporting documents which constitute known disqualifiers for consideration of employment.

The police department is noting job applicants are submitting job application documents which indicate information that constitute prima facie evidence of automatically disqualifying factors in their personal history, despite their affirmation they do not have any of those automatic disqualifiers. Rather than use city and department resources to address these known disqualifying concerns in oral interviews, background investigations, or other subsequent steps in the hiring process, the police department requests the addition of a step in the process to review application packets and disqualify the applicant from further consideration at the time the disqualifying information has been substantiated.

This step will include a review of the applicants' personal history questionnaire and application materials before inviting the applicants to an oral interview. A trained background investigator will be assigned to review personal history questionnaires and application materials for disqualifiers. Review will be scored on a pass/fail basis, with disqualifying information counting as a "fail" and the applicant disqualified from the process. All other existing steps, devices, and scoring will remain the same for selection and screening.

Effective Date:

The modification will take effect on October 15th, 2025 for applicants submitting applications on or after October 15th, 2025.

Motion:

Move that effective October 15th, 2025, the steps and devices used in the selection of entry level police officer job applicants are modified to include a step of review of application materials and personal history questionnaires, scored on a pass/fail basis. All remaining steps and devices will remain in effect for lateral police officer selection.


Chief Wendell Shirley



Bellevue Police Department

MEMORANDUM

Date: 10/14/2025

From: Wendell Shirley, Chief of Police

To: Joy St. Germain, Civil Service Commission

Subject: Civil Service Commission Meeting October 14th, 2025 - Memo Related to Modifying the Selection Steps for Lateral 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 lateral police officer job applicants. This amendment involves adding a selection step of an oral job interview, and removing the step of the written essay.

Fiscal or Other Impacts:

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 is to modify the steps for the selection, ranking, and screening of lateral police officer job applicants by substituting participation in an oral job interview by a panel of currently serving Bellevue Police officers and/or supervisors with the current selection step of submitting a written essay reviewed and scored by currently serving Bellevue Police officers and/or supervisors.

We are requesting this substitution because an oral interview offers the police department an opportunity to evaluate lateral applicants' oral communication, interpersonal, problem-solving and decision-making skills while also evaluating their professional demeanor and conduct exhibited by both verbal and non-verbal means. Additionally, our current oral board process includes a question that is a ten-minute writing exercise, which allows the interview panel to evaluate applicants' written communication, task-scope, and time management skills. Finally, this change will make the process for lateral police officer job applicants consistent with our hiring process for entry-level job applicants. The oral interview will be scored with a matrix, with a score of 70% or better will be considered passing.

All other existing steps, devices, and scoring will remain the same for selection and screening.

Effective Date:

The modification will take effect on October 15th, 2025 for applicants submitting applications on or after October 15th, 2025.

Motion:

Move that effective October 15th, 2025, the steps and devices used in the selection of lateral police officer job applicants are modified to include an oral intake interview in place of a written essay. All remaining steps and devices will remain in effect for lateral police officer selection.


Chief Wendell Shirley



Bellevue Police Department

MEMORANDUM

Date: October 1, 2025

To: Rita Tes, Civil Service Commission

From: Wendell Shirley, Chief of Police

Subject: Police Senior Administrative Assistant Recruitment

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 a recruitment and to hire to fill a Police Senior Administrative Assistant position in 2025. The Police Department anticipates a vacancy in early 2026 in the role due to retirement and there is no current eligibility list for the position. This will be an external job posting, and the position will be available to all current City of Bellevue employees and the public.

The Senior Administrative Assistant position in the Office of the Chief provides high level support to the Chief of Police and contributes to the overall efficiency and effectiveness of the Police Administration office. We are seeking a person who is passionate about public service, and who has experience in providing exceptional administrative skills to keep the office running smoothly. The ideal candidate will have experience as an administrative professional who can manage multiple tasks with competing priorities and deadlines, has advanced computer skills, is detail- oriented with high accuracy and organizational abilities, possess excellent written and verbal communication skills, and is comfortable in a fast paced environment working on confidential, high-priority assignments.

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 Police Senior Administrative Assistant announcement has been prepared and is based on the following minimum education and experience qualifications:

- A four-year college degree with major coursework in a discipline related to the duties of the position and two years of progressively responsible related work experience.
- Additional qualifying work experience may be substituted year for year for the education requirement.

- Must obtain ACCESS Certification within six months of hire and maintain certification throughout the course of this assignment with the department.

Applicants must also meet the following requirements:

- Ability to communicate clearly, effectively, logically, persuasively, both orally and in writing; ability to prepare clear, concise, comprehensive correspondence and documents.
- Strong interpersonal skills and the ability to collaborate across departments.
- Ability to maintain and transmit highly sensitive and confidential information, exercising a high degree of tact, discretion, and diplomacy in sensitive situations.
- Ability to be flexible and handle changing and competing work demands in a timely manner.
- Proficiency in Microsoft Office Suite, especially Outlook and Teams.
- Ability to troubleshoot and resolve technical issues independently and provide technical support to others in the office.
- Must be a citizen of the United States of America, lawful permanent resident, or a Deferred Action for Childhood Arrivals (DACA) recipient who can speak, read, and write the English language.

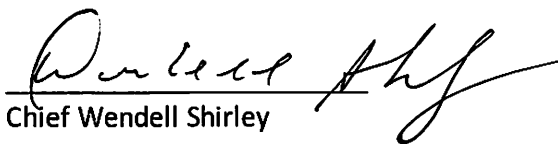
Selection Steps & Devices:

- 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 screening questions that will be weighted equally to each other. An overall score of 70% on the question scoring matrix will be considered passing.
- Once applicants have passed the initial screening process, they will receive written essay questions to complete. These questions are designed to draw out the candidates who meet the minimum qualifications and most clearly articulate support of the City of Bellevue's Diversity Advantage Initiative, a passion for public service, and an understanding of customer service and experience in their responses. Written essay questions will be emailed to each applicant separately after the online application is received and screened. These written essay questions will be scored with five (5) possible points for each question, with a minimum passing combined average score of 70% (meets standards or higher).
- Civil Service will rank the applicants on the recruitment eligibility list based on a score of the application screening questions, minimum requirements, 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.
- The top three candidates on the eligibility list will proceed to the oral panel interview. Candidates will be graded using a scoring matrix with each question weighted equally. A

minimum score of 70% on the oral panel interview will be considered passing.

Candidates failing the oral panel interview will be disqualified from the process.

- A candidate will be selected from the top three candidates on the eligibility list who pass the oral panel interview to continue to the background check process to determine suitability pursuant to RCW 41.12.070, to include a criminal background check and fingerprints checked in NCIC/WACIC. A background investigator will be assigned to conduct the background investigation in accordance with the Personnel Services Unit workflow for non-commissioned personnel, which will be pass/fail. 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. If the candidate fails in the background investigation stage, an alternate candidate from the eligibility list who passed the oral panel interview may be chosen to proceed in the process.
- If a conditional job offer is provided, the candidate will also be required to pass a polygraph and undergo a drug test. Both the polygraph and drug test are pass/fail with a fail being disqualified from the process. If the candidate passes the polygraph and drug test, the candidate continues to the final step. If the candidate fails at this stage, an alternate candidate from the eligibility list who passed the oral panel interview may be chosen to proceed in the process.
- The final step will be an interview with the Chief of Police, or his designee, and a 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.


Chief Wendell Shirley