



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

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425-452-6817

## Civil Service Commission Special Meeting Agenda

**Date:** March 12<sup>th</sup>, 2025 (Wednesday)

**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:** 290 723 709 520, **Passcode:** 6Nw9sV6t

- I. Call to Order
- II. Roll Call
- III. Oral communication from the public, limited to three minutes per person on items on the Civil Service Commission meeting agenda
- IV. New Business

<b>Police - New Business</b>
Request to Conduct Recruitment for Police Records Disclosure Specialist
Request to Conduct Recruitment for Victim Advocate
Request to Conduct Recruitment for Police Personnel Services Unit Admin Assistant
Acting Sergeant Appointment



<b>Fire - New Business</b>
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Request to Rehire Justin Jobs
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V. Adjournment



# Bellevue Police Department

# MEMORANDUM

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**Date:** February 19, 2025

**To:** Rita Tes, Civil Service Commission

**From:** Wendell Shirley, Chief of Police

**Subject:** Police Records Disclosure Specialist Recruitments

In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct recruitment and to hire to fill any Police Records Disclosure Specialist vacancies as they occur in 2025.

The Records Unit may have one Police Records Disclosure Specialist vacancy in 2025 and there is not an active 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.

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 Records Disclosure Specialist job announcement has been prepared and is based on the following minimum education and experience qualifications:

- High school diploma or GED
- Three years of experience in records/information management and familiarity in reviewing confidential data and working within the public sector or law enforcement.
- Washington State Access Certification required (or ability to obtain within six months of hire).
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Applicants must also meet the following knowledge, skills, abilities, and competencies:

- Knowledge of public disclosure under the Washington State Public Records Act.
- Knowledge of applicable codes, laws and regulations including Revised Code of Washington (RCW), Washington Administrative Codes (WACs), and applicable case law and information.
- Knowledge of and demonstrated skill in the use of computer applications such as Microsoft Office applications (e.g., Word, Excel, and Access) and Adobe Acrobat.

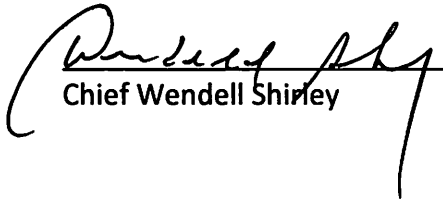
- Ability to maintain accurate documentation of search for requested records, including timeline, communications, documents provided, and exemptions or redacted materials.
- Extensive skill in analyzing and organizing complex data; including large volumes of information under strict legal deadlines.
- Skill in working with complex records/information and in interpreting rules, regulations and policies.
- Skill in handling multiple and competing deadlines and priorities
- Ability to manage multiple requests simultaneously and maintain attention to detail.
- Ability to document information, research and resources.
- Ability to resolve issues and concerns.
- Ability to preserve confidentiality and integrity of records.
- Ability to communicate effectively verbally and in writing to the public and staff.
- Ability to work independently as well as part of a team.
- Applicants must be 18 years of age who can speak, read, and write the English language and either be:
  - A US citizen, or
  - A lawful permanent resident, or
  - A Deferred Action for Childhood Arrivals (DACA) recipient

#### **Selection Steps & Devices:**

- The applications will be reviewed and scored to ensure they meet the posted minimum requirements using an Initial Screening Matrix
- Once applicants have passed this 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, an understanding of customer service, and demonstrate applicable 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).
- A date and time will be determined to hold a scored oral panel interview and skills assessment for applicants with passing scores on the written essay responses. The candidates will be assessed on the appropriate dimensions for the position and must attain a passing score of 70% or better to be successful in the assessment process. The panel on the interview board may consist of Police Records staff plus at least one department employee external to the Records Unit.
- A skills assessment will be administered to each candidate prior to or directly after the oral panel interview and consist of exercises meant to determine aptitude for the work performed including, but not limited to critical thinking, spelling, and attention to detail.
- Candidates will be ranked by a total cumulative score of their performance on the skills assessment and oral panel interview. However, candidates must have a passing score of at least 70% on the oral panel interview and assessment to move on to the background

process. In accordance with the City of Bellevue Civil Service Rules, Veteran's Preference Points will be added to the total cumulative score, if applicable.

- The finalist(s) will undergo a background investigation to be conducted in accordance with the Personnel Services Unit workflow for non-commissioned personnel. 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.
- The candidate will also be required to pass a polygraph, be fingerprinted for a WACIC pre-employment check, undergo a drug test, and a final interview with the Chief or their designee. Applicants must achieve a "pass" in all these steps prior to being appointed.



Chief Wendell Shirley



# Bellevue Police Department

## MEMORANDUM

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Date: February 12<sup>th</sup>, 2025

From: Wendell Shirley, Chief of Police

To: Rita Tes, Civil Service Commission

Subject: **Victim Advocate 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 hiring process for a Victim Advocate in 2025.

The Victim Advocate is responsible for providing advocacy services, such as crisis intervention and safety planning and coordination with law enforcement and community agencies, for victims and families of domestic violence and violent crime.

This is a new non-commissioned personnel position in the Police Department, and we request to establish a recruitment eligibility list in 2025 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.

The Department seeks authorization for continuous testing per Civil Service Rule and Regulation 06.05.04. The posting may be active on a continuous basis so long as there are current or expected future vacancies. If there are no vacancies, the Department may close the continuous testing.

### 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 Victim Advocate job announcement has been prepared and is based on the following minimum education and experience qualifications:



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### Essential Duties and Responsibilities:

*Performs duties and responsibilities commensurate with assigned functional area which may include any combination of the following tasks:*

- Provide assistance to victims of domestic violence, conduct interviews to assess victim safety and risk factors, and assist victims with legal forms for protection orders and attend court hearings.
- Work with prosecutors to prepare each case, track case status, and maintain case records.
- Educate victims on options to prevent further abuse and make appropriate referrals to community service agencies.
- Screen defendants for deferred prosecution eligibility.
- Review incoming police reports related to domestic violence.
- Gather, compile, and report statistical information.
- Serves as a liaison with other agencies, jurisdictions and clients; provide training and education as needed.
- Perform other duties as assigned.

### Knowledge, Skills, Abilities and Competencies:

- Knowledge of counseling and crisis intervention, including safety planning for victims and families.
- Knowledge of court system, rules, and procedures.
- Knowledge of civil and criminal law and terminology.
- Knowledge of community resources
- Ability to assemble data and prepare accurate records and reports.
- Ability to communicate effectively, both verbally and in writing.
- Ability to handle stressful situations and meet deadlines.
- Ability to establish and maintain an effective working relationship with clients, personnel staff from all city departments, other jurisdictions or agencies, public officials, and the general public.
- Ability to work independently and capable of performing with minimal supervision.

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### Education, Experience, and Other Requirements:

RESPECT ♦ INTEGRITY ♦ ACCOUNTABILITY ♦ SERVICE

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# Bellevue Police Department

# MEMORANDUM

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- A Bachelor's degree in social services, human services, criminal justice or related field.
- Two (2) years work experience in victim advocacy or crisis/abuse treatment.
- Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- The Victim Advocate Job Classification Specification contains additional information on requirements for the position, such as physical demands and working conditions.

#### **Selection Steps & Devices:**

- The applications will be reviewed to ensure that the candidate meets the posted minimum requirements. The applications will include several screening questions that will be weighted equally to each other, then scored using a matrix. An overall score of 70% will be considered passing. The top three applicants receiving a passing score of 70% on the screening questions and who meet the minimum qualifications for the position will advance to the next testing step.
- The top three candidates who meet the minimum requirements and have received a 70% or above on the application screening will proceed to the oral panel interview. Candidates will be graded using a scoring matrix with each question weighted equally and a minimum passing score of 70%. The oral panel interview will include a minimum of two members: one representative from the Police Department and another from the City Attorney's Office.
- If the posting is continuous, interviews will be held in intervals depending on the receipt of viable applications.
- Civil Service will rank the applicants on the recruitment eligibility list based on a combined score of the oral panel interview and veteran's scoring criteria pursuant to RCW 41.04.010.
- A candidate will be selected from the top three candidates on the eligibility list and will 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 pursuant to the personnel service's unit workflow for non-commissioned personnel, which will be pass/fail. If at any point during the background investigation it





## Bellevue Police Department

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is discovered the candidate does not meet the minimum qualifications for the position, the candidate will be disqualified from the process.

- If a conditional job offer is provided, the candidate will be scheduled for a polygraph and a drug test. The polygraph will be scored on a pass/fail basis with a fail being disqualified from the process. If the applicant passes the polygraph and drug test, the candidate continues to the final step.
- 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 may be offered a final job offer.
- If the candidate fails in the background investigation stage or polygraph, an alternate candidate from the eligibility list may be chosen to proceed in the process.
- If the final candidate is an internal police department candidate that has previously completed a background investigation, polygraph, criminal background check, fingerprints checked in NCIC/WACIC and a drug test, the Chief of Police can authorize a waiver for this portion of the testing.

  
Chief Wendell Shirley



# Bellevue Police Department

# MEMORANDUM

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Date: February 18<sup>th</sup>, 2025

From: Wendell Shirley, Chief of Police

To: Rita Tes, Civil Service Commission

Subject: **Police Personnel Services Unit 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 hiring process for an Administrative Assistant assigned to the Police Department's Personnel Services Unit in 2025.

This position would be responsible for providing administrative and clerical support to the Personnel Services Unit of the Police Department. The incumbent will be the primary contact and liaison between the Police Department and vendors for uniforms and equipment. The position would also assist with administrative tasks to support processes for pre-employment background investigations and scheduling hiring, on-boarding, and training for new police recruits.

This is a new non-commissioned personnel position in the Police Department, and we request to establish a recruitment eligibility list in 2025 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.

The Department seeks authorization for continuous testing per Civil Service Rule and Regulation 06.05.04. The posting may be active on a continuous basis so long as there are current or expected future vacancies. If there are no vacancies, the Department may close the continuous testing.

## **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 Personnel Support Services Unit job announcement has been prepared and is based on the following minimum education and experience qualifications:

### **Essential Duties and Responsibilities:**



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*Performs duties and responsibilities commensurate with assigned functional area which may include any combination of the following tasks:*

- Receives and processes uniform and equipment order requests.
- Issues all uniforms/equipment to employees, including locker if applicable.
- Creates employee uniform and equipment files for new police officers and police support officers.
- Maintains equipment database by entering equipment information and serial numbers into the database with current location and status.
- Updates uniform and equipment databases with uniform status changes and updates employee files with issued equipment list.
- For staff promotions: coordinates uniform modifications and orders dress uniforms, processes promotional certificates, updates ID cards, and updates uniform/equipment databases.
- Maintains templates; prints awards/certificates as required; and maintains inventory supply of award certificates, medals, pins, seals, and presentation/protective covers.
- For employees separating from the city: receives all issued equipment and uniform items and ensures computer network access is removed.
- Facilitates purchase and transfer of ownership of badges and firearms for retirees.
- Maintains supply quantities, places supply orders as needed with vendor(s), tracks orders in uniform database, monitors items for reissue, surpluses old/defective items.
- Manages issuance and record-keeping of portable police radios assigned to individual officers and police employees and manages database of police vehicle mounted radios in coordination with Fleet and NORCOM.
- Collaborates and participates in process/re-negotiation/renewal for uniform and equipment contracts, to include uniform cleaning and dry cleaning.
- Composes general background summary and departmental needs and lists all items purchased for specific category with costs and estimated annual quantities.
- Facilitates and assists pre-employment background investigators with job applicant and spouse/significant other background checks, collection and research of background information.
- Assists with scheduling of training for new officers, including coordinating with the Criminal Justice Training Commission to enroll new recruits into Basic Law Enforcement Academy training.
- Assists Police Training Sergeant with coordination and scheduling of other internal and external police training, including enrollment, updating and management of training records and transcripts for personnel and other administrative or reporting requirements related to department training activities and records.



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- Provides assistance to and backup coverage to the PSU unit administrative assistant as needed, including but not limited to: checking, date stamping, and distributing mail in Records; assisting personnel who come into the office or transferring their calls; unlocking/locking vendor and training file cabinets and wall key box; checking fax machine; receiving delivery orders and placing orders as needed; facilitating Procard/credit/gas card purchases and/or checking out as necessary; and assisting with urgent/unanticipated training and travel requests.

### **Knowledge, Skills, Abilities and Competencies:**

- Ability to achieve and maintain ACCESS Level II certification; NIMS IS-100.LEA, and IS-700.A certification.
- Proficiency in the Microsoft Office Suite: Word, Excel, PowerPoint, Access.
- Proficiency in the use of: WebMSS, DAPS, DISCIS/SCOMIS, LINX, Entersect, RAIN, Selective Service, VisiNet, CommandPoint, New World (upon implementation), LEA (uniform, equipment, and training databases), and various internet sites.
- Ability to exercise good judgment and decision-making ability.
- Ability to interact effectively with all divisions, sections, units, and ranks within the Police Department and other City of Bellevue departments in a collaborative manner.
- Ability to interact with vendors and suppliers in a collaborative manner.

### **Education, Experience, and Other Requirements:**

- High school diploma or equivalent combination of education and experience.
- Four years of progressively responsible related office support or clerical work experience is preferred.

### **Selection Steps & Devices:**

- The applications will be reviewed to ensure that the candidate meets the posted minimum requirements. The applications will include several screening questions that will be weighted equally to each other, then scored using a matrix. An overall score of 70% will be considered passing. The top three applicants receiving a passing score of 70% on the screening questions and who meet the minimum qualifications for the position will advance to the next testing step.
- The top three candidates who meet the minimum requirements and have received a 70% or above on the application screening will proceed to the oral panel interview. Candidates will be graded using a scoring matrix with each question weighted equally and a minimum passing score of 70%. The oral panel interview will include a minimum of three members



# Bellevue Police Department

## MEMORANDUM

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from the Police Department's Personnel Services Unit, including the Commander of that unit, the Sergeant who would supervise this position.

- If the posting is continuous, interviews will be held in intervals depending on the receipt of viable applications.
- Civil Service will rank the applicants on the recruitment eligibility list based on a combined score of the oral panel interview and veteran's scoring criteria pursuant to RCW 41.04.010.
- A candidate will be selected from the top three candidates on the eligibility list and will 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 pursuant to the personnel service's 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 a conditional job offer is provided, the candidate will be scheduled for a polygraph and a drug test. The polygraph will be scored on a pass/fail basis with a fail being disqualified from the process. If the applicant passes the polygraph and drug test, the candidate continues to the final step.
- 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 may be offered a final job offer.
- If the candidate fails in the background investigation stage or polygraph, an alternate candidate from the eligibility list may be chosen to proceed in the process.
- If the final candidate is an internal police department candidate that has previously completed a background investigation, polygraph, criminal background check, fingerprints checked in NCIC/WACIC and a drug test, the Chief of Police can authorize a waiver for this portion of the testing.

  
Chief Wendell Shirley



# Bellevue Police Department

# MEMORANDUM

Date: 02/26/2025

FROM: Chief Wendell Shirley  
TO: Civil Service Commission

## Acting Sergeant Appointment

Pursuant to Civil Service Commission Rule 7.02, I am notifying you of one Acting Sergeant Appointment, effective March 1, 2025, which will exceed twenty (20) consecutive calendar days. I appointed one Patrol Sergeant to Acting Investigations Sergeant in the Special Assault Unit based on merit, efficiency, and fitness:

(1) Patrol Sergeant Herslyn Romero to Investigations Sergeant in the Special Assault Unit.

This Appointment is due to the temporary leave absence of one regular Investigations Sergeant and the need to ensure the unit is adequately staffed with a Sergeant.

  
Chief Wendell Shirley

CC: Assistant Chief Popochock  
PSU Captain Nault



## Fire Department

# Interoffice Memorandum

March 3, 2025

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

FROM: Jay Hagen, Fire Chief

SUBJ: REQUEST TO REHIRE JUSTIN JOBES

I am requesting permission to rehire Justin Jobes, a previous employee of the department who left in good standing July 25, 2022, which falls within the 5-year window. 2019 Civil Service Rules governing this situation are found under Section 4.03 Reemployment. For situations where the department desires to rehire.

*“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. People reentering the classified service through re-employment must complete a one-year probationary period 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.”*

Mr. Jobes resigned, and his re-hire will be subject to the successful completion of a background check, medical test and psychological exam, in keeping with the rehire process of the past. He will also be placed on probation for one year and will be offered unconditional employment based on the successful completion of the above. Additionally, he will also be required to recertify as an EMT and successfully complete firefighter skills training as part of the rehire process.

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

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

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Jay Hagen  
Fire Chief