

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

Tuesday
March 12, 2025

Hybrid

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

MEMBER ABSENT: Jeff Jorgenson

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Ellen Inman, Police Department
Doug Halbert, Fire Department
Candie Lorenzo, Police Department
Constance Slappey, Police Department
Joseph Nault, Police Department
Rebecca Su, Human Resources
Rita Tes, Human Resources

MINUTES TAKER: Michelle Cash, *via recording*

I. CALL TO ORDER:

The meeting was called to order at 4:03 p.m. by Chair Noris.

II. ROLL CALL:

A quorum was present.

III. ORAL COMMUNICATIONS:

None.

IV. NEW BUSINESS:

A. Police: Request to Conduct Police Records Disclosure Specialist

On behalf of the Police Department, Ms. Lorenzo made an official request to conduct a recruiting and hiring process to fill any Police Records Disclosure Specialist vacancies as they occur in 2025.

Motion by Commissioner Parrish and second by Commissioner Sheffels to approve the request to conduct Police Records Disclosure Specialist recruiting and hiring. Motion carried unanimously (4-0).

B. Police: Request to Conduct Recruitment for Victim Advocate

On behalf of the Police Department, Major Inman made an official request to conduct a recruiting and hiring process for the Victim Advocate position in 2025. This position is a new, internal, non-commissioned personnel position for Bellevue. The position was formerly staffed by King County. The current King County staff person is retiring so the position will be established within Bellevue.

Motion by Commissioner Parrish and second by Commissioner Sheffels to approve the request to conduct recruiting and hiring for the Victim Advocate position. Motion carried unanimously (4-0).

C. Police: Request to Conduct Recruitment for Police Personnel Services Unit Admin Assistant

On behalf of the Police Department, Captain Nault made an official request to conduct a recruiting and hiring process for an Administrative Assistant assigned to the Police Department's Personnel Services Unit in 2025. This is a new non-commissioned personnel position in the Police Department so there is no current eligibility list.

Captain Nault responded to questions from Commissioners.

Motion by Commissioner Sheffels and second by Commissioner Parrish to approve the request to conduct recruiting and hiring for the Police Personnel Services Unit Administrative Assistant position. Motion carried unanimously (4-0).

D. Police: Acting Sergeant Appointment

On behalf of the Police Department, Major Inman notified Commissioners that Patrol Sergeant Herslyn Romero has been appointed to Acting Investigations Sergeant in the Special Assault Unit. This Appointment is due to the temporary leave of absence of one regular Investigations Sergeant and the need to ensure the unit is adequately staffed with a sergeant.

E. Fire: Request to Rehire Justin Jobs

On behalf of the Fire Department, Deputy Chief Halbert made an official request to rehire Justin Jobs, a previous employee of the department who left in good standing July 25, 2022, which falls within the 5-year window under the 2019 Civil Service Rules governing this situation.

Deputy Chief Halbert responded to questions from Commissioners. Mr. Barnes called attention to the revised memo in the packet.

Motion by Commissioner Sheffels and second by Commissioner Crowner to approve the request to rehire Justin Jobs. Motion carried unanimously (4-0).

V. **ANNOUNCEMENT OF NEXT MEETING:**

Chair Noris announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, April 8, 2025 at 4:00 p.m.

VI. **ADJOURNMENT:**

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