

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

Tuesday
February 3, 2026

Hybrid

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

MEMBERS ABSENT: Jeff Jorgenson

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Candie Lorenzo, Police Department
Rebecca Su, Human Resources
Rita Tes, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:00 p.m. by Chair Crowner.

II. ROLL CALL:

A quorum was present.

III. ORAL COMMUNICATIONS:

Chad Barnes, City Attorney's Office, clarified that Oral Communications is not required during special meetings. He suggested removing Oral Communications from future special meeting agendas.

IV. NEW BUSINESS:

A. Police:

- Request to Establish List for Senior Administrative Assistant

On behalf of the Police Department, Candace Lorenzo explained that the Police Department previously conducted a recruitment process for a Senior Administrative Assistant position and received about 16 applicants who were placed on an eligibility list. Although several candidates advanced through the hiring process, the top candidate withdrew during the background check, and none of the remaining candidates successfully passed the background investigation. As a result, the department needed to restart the recruitment process and requested approval to establish a new eligibility list.

To enhance the recruitment process and attract a stronger pool of candidates, the department plans to expand its advertising efforts and introduce greater flexibility in working conditions. The selected candidate may have the option to work a 4/10 schedule (four 10-hour days), consistent with the schedule currently utilized by the employee in this position. Additionally, limited remote work may be an option. These adjustments are intended to address feedback from prospective applicants who previously indicated that the requirement for fully in-person work and a traditional five-day per week schedule was a deterrent to applying.

During the discussion, a Commissioner asked whether the recruitment was targeting women or if men had applied. Ms. Lorenzo clarified that both men and women had applied. Another Commissioner commented that it is increasingly difficult to find employees willing to work fully in person, to which Ms. Lorenzo agreed, explaining that while the role requires someone to be in the office most of the time, some limited flexibility may be possible. Ms. Lorenzo responded to other questions from Commissioners, including the salary range and timeline for hiring.

Motion by Ms. Parrish and second by Ms. Sheffels to approve the request to establish a new eligibility list for the Police Senior Administrative Assistant position. Motion carried unanimously (4-0).

V. ANNOUNCEMENT OF NEXT MEETING:

Chair Crouner announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, April 14, 2026 at 4:00 p.m.

VI. ADJOURNMENT:

Chair Crouner adjourned the meeting at 4:09 p.m.