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Civil Service Commission Special Meeting Agenda

Date: December 9, 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: 278 953 077 524 71, **Passcode:** vn3kp9zQ

- 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

A. Police – New Business

Senior Administrative Assistant Recruitment

- V. Announcement of Next Meeting
- VI. Adjournment



Bellevue Police Department

MEMORANDUM

Date: December 5, 2025

To: Rita Tes, Civil Service Commission

From: Wendell Shirley, Chief of Police

Subject: 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.

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. This process is designed to tier candidates based upon the preferred qualifications and additional knowledge, skills, and abilities the candidate may have indicated on the application and supplemental questionnaire. The screening questions will be given a set value and a passing score of 70% on the question scoring matrix will be considered passing.
- Civil Service will rank the applicants on the recruitment eligibility list based upon the question scoring matrix 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 qualified candidates on the eligibility list will be invited to participate in phone interviews. This process is designed to draw out the candidates who most

clearly articulate support of the City of Bellevue's Diversity Advantage Initiative, a passion for public service, relevant experience, and an understanding of customer service in their responses. The candidate's responses will be scored upon the appropriate competencies for the position and must meet or exceed the minimum passing score of 70%. Candidates failing the phone interview will be disqualified from the process.

- The top qualified candidates from the phone interviews will be invited to an oral panel interview. The process will assess the candidate's responses based upon the appropriate competencies for the position. The candidate must attain a score of 70% or better to be placed on the eligibility list. Candidates failing the oral panel interview will be disqualified from the process.
- Candidate(s) will be selected from the eligibility list 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 failure 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 Chiefs 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.