Longview Civil Service Commission

Special Meeting Agenda

February 23, 2021 – 4:00 p.m.

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Civil Service Commission of the City of Longview, Washington, will conduct a virtual Zoom meeting on Tuesday, February 23rd, at 4:00 p.m.

Please click the link below to join the webinar:
https://us02web.zoom.us/j/88967709773?pwd=QWJUcjVna25VcSs3NWhncSsvc3R6QT09
Passcode: 291401

Or Telephone:
US: +1 669 900 6833 or
+1 253 215 8782 or
+1 346 248 7799 or
+1 408 638 0968 or
+1 312 626 6799 or
+1 646 876 9923 or
+1 301 715 8592
Webinar ID: 889 6770 9773
International numbers available: https://us02web.zoom.us/u/klDjwR2uj

CALL TO ORDER & ROLL CALL –

Commissioner Steve Morrill
Commissioner Matt Schlecht
Secretary/Examiner Marjorie Pedersen

APPROVAL OF MINUTES –

Regular Meeting Minutes: January 19, 2021

AUDIENCE COMMENTS*

POLICE BUSINESS

Entry-Level Police Officer eligibility list

Lateral Police Officer eligibility list

Civil Service Rule change proposal – section 3.2

Civil Service Rule change proposal – section 7.6.11

Civil Service Rule change proposal – section 7.6.12

FIRE BUSINESS

None

OTHER
None

NEXT MEETING
Next Regular Meeting: March 2, 2021 4:00pm *– Small Conference Room, Longview City Hall*

ADJOURNMENT

***AUDIENCE PARTICIPATION:**
At the time that the commission chair announces the agenda item entitled "Audience Comments" members of the audience may comment on any matter not listed on the meeting agenda. Comments are limited to three (3) minutes per person. Audience members addressing the commission who are not specifically scheduled on the agenda should sign in on the sheet provided by the Secretary and are requested to give their name and address for the record, and limit their remarks to three (3) minutes; unless that individual is representing a group in which case the speaker will limit remarks to five (5) minutes.

The Commission Chair may permit audience members to comment on individual meeting agenda items at the appropriate times during the regular Commission meeting as a part of the Commission's discussion or consideration of such item. Audience members are not permitted to make comments on any agenda item until the Commission Chair recognizes the audience member seeking to make comment, and all comments should be limited to three (3) minutes unless the speaker is representing a group in which case the speaker will limit comments to five (5) minutes.

CITY OF LONGVIEW
CIVIL SERVICE COMMISSION
Minutes of the Regular Meeting January 19, 2021
Meeting was held via Zoom

PRESENT: Commissioners: Commission Chair Hal Mahnke
Commissioner Steve Morrill
Secretary/Examiner Marjorie Pedersen

City Staff: Robert Huhta, Police Chief
Jim Kambeitz, Fire Chief
Chris Smith, HR Director

Audience Members: None

CALL TO ORDER & ROLL CALL:

The meeting was called to order by Commission Chair Mahnke at 4:05pm

APPROVAL OF MINUTES:

A motion was made by Commissioner Morrill and seconded by Commission Chair Mahnke to approve the regular meeting minutes of December 7, 2020. **Motion passed 2-0.**

AUDIENCE COMMENTS:

None.

POLICE BUSINESS:

Marjorie Pedersen provided the Entry Level Police Officer eligibility list and an update on the recruitment. Commissioner Morrill made a motion to approve the list and seconded by Commission Chair Mahnke. **Motion passed 2-0**.

Chief Huhta presented a Civil Service Rule change proposal for section 3.2. Commissioner Morrill made a motion to approve the rule change and seconded by Commission Chair Mahnke. **Motion passed 2-0**.

Chief Huhta presented a Civil Service Rule change proposal for section 7.6.9. Commissioner Morrill made a motion to approve the rule change and seconded by Commission Chair Mahnke. **Motion passed 2-0**.

Chief Huhta presented a Civil Service Rule change proposal for section 7.6.10. Commissioner Morrill made a motion to approve the rule change and seconded by Commission Chair Mahnke. **Motion passed 2-0**.

Chief Huhta provided a staffing levels update.

FIRE BUSINESS:

Chief Kambeitz provided a staffing levels and recruitment update.

APPEALS/WAIVERS:

None

OTHER:
None

ADJOURNMENT:
With no further business before the Commission, Commissioner Morrill made a motion to adjourn seconded by Commission Chair Mahnke. **The motion passed 2-0** and the meeting adjourned at 4:22pm.

NEXT MEETING:
The next regularly scheduled meeting will be held on **February 2, 2021 at 4:00** pm.

Approved:

_____
Hal Mahnke, Commission Chair Date

Attest:

_____
Marjorie Pedersen, Date
Civil Service Secretary/Examiner

Entry-level Police Officer Combined Eligibility List February 2021

Written & Physical Ability Tests: Administered by PublicSafetyTesting

Oral Boards held: 7/23/20, 9/22/20, 1/12/21, 2/17/21

Certified on: 2.23.21

Rank (# of 8)	Candidate	Oral Board Average 50%	Written Score 50%	Combined Average	Veteran's Declaration	Total Score	Date Placed on List
1	Cody Fellows	77.33	83.90	80.62	8.06	**88.68**	**1/19/21**
2	Thomas DeBartolo	83.33	85.02	84.18	0.00	**84.18**	**10/6/20**
3	Cameron Warren	77.67	71.18	74.42	7.44	**81.86**	**2/23/21**
4	Seth Klinkhammer	77.17	86.51	81.84	0.00	**81.84**	**10/6/20**
5	Maximillian Kastan	78.33	82.95	80.64	0.00	**80.64**	**2/23/21**
6	Dylan Dzuck	75.67	84.97	80.32	0.00	**80.32**	**2/23/21**
7	Brent Monahan	72.67	85.96	79.31	0.00	**79.31**	**10/6/20**
8	Saige Morgan	71.17	83.60	77.38	0.00	**77.38**	**8/4/20**

NOT PASSING

NA	Gabriel Duus	60.00	NA	NA	NA	**0.00**	Not Passing
NA	James Elston	56.33	NA	NA	NA	**0.00**	Not Passing

Lateral Police Officer Eligibility List
February 23, 2021

Physical Ability Test: Administered by Longview Police Dept.
Oral Board held 2/17/21

certified 2/23/21

Rank (# of 1)	Candidate	Oral Board Avg. 50%	Experience Score 50%	Combined Avg	Veteran's Declaration	Total Score	**Date Placed on List**
1	Geary Enbody	76.11	90.00	83.06	0.00	83.06	2/23/2021

Civil Service Rule
Proposed Change Form

Section 1: Requestor Information

Group or Individual Submitting:	**Police Chief Robert Huhta**	**Date Submitted:**	**2/1/2021**
Address:	**1351 Hudson Street**	**Phone Number:**	**(360) 442-5800**
City:	**Longview**	**Cell Number:**	**(360) 353-6908**
State/Zip:	**WA** **98632**	**E-mail Address:**	**robert.huhta@ci.longview.wa.us**

Section 2: Current Civil Service Rule:

Rule Number: 3.2

Current Rule Text:

3.2 In making examinations, certifying for appointments and promotions, making suspensions and removals, and otherwise carrying out said laws, the work of the Police Department shall be classified in accordance with the character of the various services to be performed. Classified job positions shall be all full-time, fully paid employees of the city's police department to include but not limited to:
Captain Sergeant, Corporal, Police Officer
Civilian Employees:
Civilian Investigator Police Services Technician, Information Technology Specialist Administrative Manager, Administrative Assistant Fiscal Analyst, Police Services Assistant, Office Assistant, Police Records Supervisor

Section 3: Proposed Change

Proposed Change to the Rule:

3.2 Add Police Records Specialist (entry level) and (lateral) under Civilian Employees

Section 4: Reason for Rule Change (may attach additional pages in needed or backup documents)

1. Describe for the commission the purpose for changing the rule?

The city has terminated a contract with Cowlitz County for law enforcement records services which will be effective 6/30/2021. The police department will be starting their own Records unit and will need to hire Police Records Specialists to do this new work. LPD management & HR have worked with the police support guild in developing a new job description. Lateral Records Specialists would have both police records experience and ACCESS Level II certification.

2. Are you referencing other civil service commission's that use a similar or same rule? If so, please provide the name of the agency, copy of the rule, and contact information for the individual (s) who provided information about this rule.

3. Are there any other factors you want the commission to consider when evaluating this rule change proposal?

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Section 2: Current Civil Service Rule:

Rule Number: 7.6.11

Current Rule Text:

7 Qualifications of Applicants

Section 3: Proposed Change

Proposed Change to the Rule:

7.6.11 ADD Police Records Specialist (entry level) - No person shall be admitted to an examination for the position of Police Records Specialist who has not completed a high school diploma or GED and up to 1 year of general office experience or any other combination of job experience and education which would provide the necessary knowledge, skils and abilities for the position.

Section 4: Reason for Rule Change (may attach additional pages in needed or backup documents)

1. Describe for the commission the purpose for changing the rule?

The new Police Records Specialist position (entry level) qualifications were developed by the city of Longview HR Department in collaboration with LPD management and the Longview Police Support Guild.

2. Are you referencing other civil service commission's that use a similar or same rule? If so, please provide the name of the agency, copy of the rule, and contact information for the individual (s) who provided information about this rule.

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Proposed Change Form

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State/Zip:	**WA** **98632**	**E-mail Address:**	**robert.huhta@ci.longview.wa.us**

Section 2: Current Civil Service Rule:

Rule Number: 7.6.12

Current Rule Text:

7 Qualifications of Applicants

Section 3: Proposed Change

Proposed Change to the Rule:

7.6.12 ADD Police Records Specialist (lateral) - No person shall be admitted to an examination for the position of Police Records Specialist (lateral) who has not completed a high school diploma or GED and up to 1 year of law enforcement records experience and is Level II ACCESS certified.

Section 4: Reason for Rule Change (may attach additional pages in needed or backup documents)

1. Describe for the commission the purpose for changing the rule?

The new Police Records Specialist position (lateral) qualifications were developed by the city of Longview HR Department in collaboration with LPD management and the Longview Police Support Guild.

2. Are you referencing other civil service commission's that use a similar or same rule? If so, please provide the name of the agency, copy of the rule, and contact information for the individual (s) who provided information about this rule.

3. Are there any other factors you want the commission to consider when evaluating this rule change proposal?

As we start up this new unit there is value in hiring people with experience and ACCESS level II certifcation. There is time and money savings (training) in hiring people with experience.