

Longview Civil Service Commission
Regular Meeting Agenda
January 19, 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, January 19th, at 4:00 p.m.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81861282618?pwd=RXJadFdMWmE1Y25icGx0OUJkVXR4UT09>

Passcode: 898142

Or Telephone:

US: +1 408 638 0968 or

+1 669 900 6833 or

+1 253 215 8782 or

+1 346 248 7799 or

+1 301 715 8592 or

+1 312 626 6799 or

+1 646 876 9923

Webinar ID: 818 6128 2618

International numbers available: <https://us02web.zoom.us/j/81861282618?pwd=RXJadFdMWmE1Y25icGx0OUJkVXR4UT09>

CALL TO ORDER & ROLL CALL – Commissioner Chair Hal Mahnke
Commissioner Steve Morrill
Commissioner Matt Schlecht
Secretary/Examiner Marjorie Pedersen

APPROVAL OF MINUTES –
Regular Meeting Minutes: December 7, 2020

AUDIENCE COMMENTS*

POLICE BUSINESS

Entry-Level Police Officer eligibility list

Civil Service Rule change proposal – section 3.2

Civil Service Rule change proposal – section 7.6.9

Civil Service Rule change proposal – section 7.6.10

FIRE BUSINESS

None

OTHER

None

NEXT MEETING

Next Regular Meeting: February 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 December 7, 2020
Meeting was held via Zoom**

PRESENT: Commissioners: Commission Chair Hal Mahnke
Commissioner Steve Morrill
Commissioner Matt Schlecht
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 4:04pm

APPROVAL OF MINUTES:

A motion was made by Commissioner Morrill and seconded by Commissioner Schlecht to approve the regular meeting minutes of November 3, 2020. **Motion passed 2-0.**

AUDIENCE COMMENTS:

None.

POLICE BUSINESS:

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

Chief Huhta provided a staffing levels update.

FIRE BUSINESS:

Chief Kambeitz made a proposal for the use of Public Safety Testing to conduct the upcoming Lieutenant promotional recruitment. Commissioner Morrill made a motion to approve the use of PST for the promotional process and seconded by Commissioner Schlecht. **Motion passed 2-0.**

Chief Kambeitz provided a staffing levels update.

APPEALS/WAIVERS:

None

OTHER:

None

ADJOURNMENT:

With no further business before the Commission, Commissioner Schlecht made a motion to adjourn seconded by Commissioner Morrill. **The motion passed 2-0** and the meeting adjourned

at 4:18pm.

NEXT MEETING:

The next regularly scheduled meeting will be held on **January 4, 2020 at 4:00 pm.**

Approved:

Attest:

Hal Mahnke, Commission Chair Date

Marjorie Pedersen, _____ Date _____
 Civil Service Secretary/Examiner



Entry-level Police Officer Combined Eligibility List January 2021

Written & Physical Ability Tests: Administered by PublicSafetyTesting

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

Certified on: 1.19.21

Rank (# of 5)	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	Seth Klinkhammer	77.17	86.51	81.84	0.00	81.84	10/6/20
4	Brent Monahan	72.67	85.96	79.31	0.00	79.31	10/6/20
5	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
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Civil Service Rule

Proposed Change Form

Section 1: Requestor Information

Group or Individual Submitting:	Police Chief Robert Huhta	Date Submitted:	08/28/19
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: 22

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

Section 3: Proposed Change

Proposed Change to the Rule:

3.2 Add Police Records Supervisor 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 a new position is needed to supervise records and support staff at the police department. The new position will be a Police Records Supervisor position. The police department is requesting to add civil service language to include a new Police Records Supervisor.

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?



Civil Service Rule

Proposed Change Form

Section 1: Requestor Information

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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: 769

Current Rule Text:

7 Qualifications of Applicants

Section 3: Proposed Change

Proposed Change to the Rule:

7.6.9 ADD Police Records Supervisor - No person shall be admitted to an examination for the position of Police Records Supervisor who has not completed a Bachelor's Degree from an acceptable college or university, in Business Administration, Records Information Systems, or a related field OR four years of experience in criminal justice with administrative responsibilities or a combination of education training and experience that will ensure adequate performance of duties with one year of supervisory experience.

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 a new position is needed to supervise records and support staff at the police department. The new position will be a Police Records Supervisor position. The police department is requesting to add civil service language to include a new Police Records Supervisor.

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Civil Service Rule

Proposed Change Form

Section 1: Requestor Information

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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: 7610

Current Rule Text:

7 Qualifications of Applicants

Section 3: Proposed Change

Proposed Change to the Rule:

7.6.9 ADD Police Office Assistant- No person shall be admitted to an examination for the position of Police Office Assistant 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, skills 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 Office Assistant position has been part of the police department for over 20 years. This position was inadvertently left off this section only of the civil service rules.

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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