

Longview Civil Service Commission
Regular Meeting Agenda
May 10, 2022– 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 option, along with in person, on Tuesday, May 10th at 4:00 p.m.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83636257353?pwd=THV4OXdkblZhVnAwRXRGZmxYaUhVdz09>

Passcode: 262855

Or Telephone:

US: +1 253 215 8782 or

+1 346 248 7799 or

+1 408 638 0968 or

+1 669 900 6833 or

+1 301 715 8592 or

+1 312 626 6799 or

+1 646 876 9923

Webinar ID: 836 3625 7353

International numbers available: <https://us02web.zoom.us/j/83636257353?pwd=THV4OXdkblZhVnAwRXRGZmxYaUhVdz09>

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

APPROVAL OF MINUTES –
Regular Meeting Minutes: April 5, 2022

AUDIENCE COMMENTS*

POLICE BUSINESS

Request for Civil Service Rule Change: 3.2

Request for Civil Service Rule Change: 7.6.13

Presentation to the Commissioners regarding Civil Service Rule 7.4 (Lateral Officers)

FIRE BUSINESS

Fire Lieutenant Eligibility List

OTHER

None

NEXT MEETING

Next Regular Meeting: June 7, 2022 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 April 5, 2022
Meeting was held in person and via Zoom**

PRESENT: Commissioners: Commission Chair Hal Mahnke
Commissioner Steve Morrill
Commissioner Matt Schlecht
HR Director Chris Smith filling in for Secretary/Examiner
Marjorie Pedersen

City Staff: Robert Huhta, Police Chief
Jim Kambeitz, Fire Chief

Audience Members: None

CALL TO ORDER & ROLL CALL

The meeting was called to order by Commission Chair Mahnke at 4:00pm

APPROVAL OF MINUTES:

A motion was made by Commissioner Morrill and seconded by Commissioner Schlecht to approve the regular meeting minutes of February 1, 2022. **Motion passed 2-0.**

A motion was made by Commissioner Schlecht and seconded by Commissioner Morrill to approve the cancellation meeting minutes of March 1, 2022. **Motion passed 2-0.**

AUDIENCE COMMENTS:

None.

POLICE BUSINESS:

Chris Smith presented the combined entry-level police officer eligibility list to the Commissioners. Commissioner Schlecht made a motion to approve the eligibility list and seconded by Commissioner Morrill. **Motion passed 2-0.**

FIRE BUSINESS:

None

APPEALS/WAIVERS:

None

OTHER:

Chris Smith made a request on behalf of the Fire Department to move the May 2022 regular meeting from the 3rd to the 10th in order to allow enough time for applicants of the Lieutenant Assessment process to review their scores before the list is certified. The commissioners agreed to move the meeting to May 10, 2022.

ADJOURNMENT:

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

at 4:12pm.

NEXT MEETING:

The next regularly scheduled meeting will be held on **May 10, 2022 at 4:00** pm at City Hall.

Approved:

Attest:

Hal Mahnke, Commission Chair Date

Marjorie Pedersen, _____ Date _____
Civil Service Secretary/Examiner



Civil Service Rule

Proposed Change Form

Section 1: Requestor Information

Group or Individual Submitting:	Police Chief Robert Huhta	Date Submitted:	3/21/22
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, Police Records Supervisor, Police Records Specialist (entry level) and (lateral)

Section 3: Proposed Change

Proposed Change to the Rule:

3.2 Add Public Disclosure Analyst 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 Legal Technician/Public Disclosure Assistant position has been changed to Public Disclosure Analyst position and is now 100% funded out of the police department due to the large increase in public disclosure requests over the last 5 years. We are requesting to add this to the Police 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.

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

Group or Individual Submitting:	Police Chief Robert Huhta	Date Submitted:	3/21/22
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: 7613

Current Rule Text:

7 Qualifications of Applicants

Section 3: Proposed Change

Proposed Change to the Rule:

7.6.13 ADD Public Disclosure Analyst - No person shall be admitted to an examination for the position of Public Disclosure Analyst who has not completed an Associate's degree in general business or related field; AND two years of experience managing public records; OR any equivalent combination or training and/or experience that provides the required knowledge and abilities.

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?

In 2017, a new position was added to the city budget. The position was titled Legal Technician/PDR Assistant. This position was 50% funded by the police department and 50% funded by the Legal Department with the Legal Department as the direct supervisor for the position. In 2022, the position changed and only includes public disclosure work at the Police Department. Funding is 100% from the police department. We are requesting to add this to the Police Civil

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?

The employee in this position has been working in the police department since 2017 and is 100% supporting the police department in the managing of police department records, public disclosure and records retention/destruction. This position is the lead on any questions that come up with the processing of public disclosure requests and provides training to department employees on the ever changing field of public disclosure/records retention.



Fire Lieutenant Promotional Eligibility List

Written Test Administered on April 19, 2022

Assessment Center Administered on April 25, 2022 by PST

Certified 5/10/22

RANK		Written Exam 15% (99 pts possible)		Assessment Center 85% (59.1 pts possible)			Score	Veteran's Declaration	TOTAL SCORE
	NAME	Score %	WTD%	Score	Score %	WTD%		5% added to passing score	
1	Dave Lamb	78.79	11.82	47.52	80.40	68.34	80.16	0.00	80.16
2	Aaron Flemens	83.84	12.58	41.73	70.62	60.02	72.60	0.00	72.60
3	Bryan Leake	85.86	12.88	41.19	69.70	59.25	72.13	0.00	72.13
NP	Justin Noel	75.76	11.36	38.62	65.34	55.54	66.91	0.00	66.91

Candidates must achieve a total cumulative score of 70% or above to be ranked on the eligibility list.
The eligibility list is valid for 24 months.