

TUMWATER CIVIL SERVICE COMMISSION

MINUTES OF MEETING

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CONVENE: 5:34 p.m.

PRESENT: Chair Maggie Bean and Commissioners Eric Trimble and Simon Tee.

Staff: Chief Examiner Heidi Behrends Cerniwey, Fire Chief Scott LaVielle
Assistant Fire Chief Jim McGarva, Police Chief Jon Weiks, Human Services
Analyst Juliann McGarva, and Recording Secretary Valerie Gow.

ELECTION OF CHAIR AND VICE CHAIR: Chair Trimble invited nominations for Chair.

Commissioner Tee nominated Maggie Bean to serve as Chair for 2019. Chair Trimble seconded the motion. No other nominations were offered.

ELECTION: **By affirmation, Maggie Bean was elected to serve as Chair for 2019.**

Chair Bean invited nominations for Vice Chair.

Chair Bean nominated Simon Tee to serve as Vice Chair for 2019. Commissioner Trimble seconded the nomination. No other nominations were offered.

ELECTION: **By affirmation, Simon Tee was elected to serve as Vice Chair for 2019.**

APPROVAL OF DECEMBER 20, 2018 MINUTES:

MOTION: **Commissioner Trimble moved, seconded by Commissioner Tee, to approve the minutes of December 20, 2018 as published. Motion carried.**

STATUS OF ELIGIBILITY LISTS: Chief Examiner Behrends Cerniwey reviewed the status of all eligibility lists. All names have expired on the Firefighter/Paramedic List. The Fire Captain Promotional list is active with three names on the list.

AUTHORIZATION FOR EXAMINATION: POLICE SERVICES SPECIALIST: Chief Examiner Behrends Cerniwey briefed Commissioners on the proposed promotional examination plan for Police Services Specialist 1. The position was created as a part of the Police Department's reorganization in late 2017. The Police Services Specialist 1 is an administrative/clerical specialty position within the Police Department. The position rotates between records and evidence functions. The Police Department received approval to fill the new position.

The exam includes completion of an application. Applicants meeting the minimum qualifications of education and experience would be invited to complete a self-rating examination based on the level of experience within the following categories of Clerical/Office experience, Law Enforcement

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Database, Microsoft Office Suite, Customer Service, Records Processing, Written Correspondence, and Law and Government. Self-rated examinations would be ranked with 70% as the minimum pass score. The top 10 applicants would be invited to participate in an oral board. The oral board would be rated on job-related education and experience, team and service orientation, judgment and decision-making, and communication skills. The scores would be combined with 25% of the score from the self-rating examination and 75% from the oral board examination for a final score. Veterans preference points are added to the final score. The results would produce a hiring list.

Raters for the oral board include one Police Lieutenant from the department, a comparable administrative manager from another police department, and a City employee or community member with knowledge of administrative functions.

Commissioner Trimble asked about the potential number of applicants the City anticipates applying. Chief Examiner Behrends Cerniwey replied that the last police administrative position attracted 60 applicants. Approximately 50 applicants participated in the test with 27 passing the written exam. An oral board was held for approximately 12 individuals.

Examiner Behrends Cerniwey described the minimum qualifications for the position. The position is a civil service non-commissioned position.

Commissioner Trimble commented on the effectiveness of self-rating examinations.

Commissioners pointed out several typographical errors in the position announcement.

MOTION:

Commissioner Trimble moved, seconded by Commissioner Tee, to approve and authorize the proposed promotional examination plan for Police Services Specialist 1 as presented. Motion carried unanimously.

**EXAMINATION
PLAN: ENTRY
LEVEL
FIREFIGHTER:**

Examiner Behrends Cerniwey reported the review is a continuation of a discussion by the Commission late last year. The Fire Department is engaged in process involving the Inclusive, Diverse, Empowered, and Accessible (IDEA) Team. The initiative promotes culture change and diversity within the Fire Department to reflect the diversity of the community. Team exercises included a review of steps in the hiring process and identifying barriers to access job opportunities within the Tumwater Fire Department. Over the last several months, the firefighter job description was updated to reflect an updated job analysis. The Fire Department is also developing some testing materials with assistance from Public Safety Testing. Another goal in the recruitment and testing process is creating a predictable schedule to help candidates plan for entry or participate in the testing process. Currently, the

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Fire Department uses a continuous list. The proposal is to change to a list that is established once annually to increase affordability for applicants. Another proposed change is moving the physical ability test to the end of the process to assist some applicants who may be experiencing some difficulties to receive some coaching as a way to remove some of the barriers while maintaining the requirement for final entry. The recruitment strategy should be data-driven. Another important goal is ensuring the message has been received by targeted audiences to increase representation in the pool of candidates.

An additional proposed new step is a screening/speed interview process as a quick way of rating applicants on basic elements, which would open up the opportunity for more applicants to participate in an oral board. Candidates passing the speed interview would be invited to participate in the oral board. A number of fire districts have shifted to this new model. More fire departments are beginning to move in the same direction as a way to interview more candidates with a lower score on the list. The model represents a progressive change in how interviews are conducted. Another option under consideration is increasing the score for the oral board and lowering the score for the written test. The proposal is to assign weighting as 70% for the oral board and 30% for the written test.

Commissioner Trimble asked whether the candidate physical abilities test (CPAT) is required during the academy. Assistant Fire Chief McGarva replied that currently, the Fire Department requires a CPAT early in the application process. Examiner Behrends Cerniwey added that moving the CPAT increases more accessibility for applicants as it could entail local administration of CPAT at a lower cost to the applicant. Previously, several female paramedic/firefighters indicated they hired personal trainers to pass the CPAT. The proposal is to remove the barriers by to receive extra training while also reducing costs for the applicants. The proposed model would include the City assuming the cost of the CPAT because it would be required prior to the final offer.

Commissioner Trimble said his previous concerns about reversing the weighting scores for the oral board and the written test were based on studies that the oral board is less reliable; however, he believes the proposal is the right step as it includes structuring the oral board to the extent possible by setting standards and implementing some training for panel members.

Examiner Behrends Cerniwey reported that she, Assistant Fire Chief McGarva, and Analyst McGarva met with John Walters from Public Safety Testing. The organization has completed many efforts on diversity initiatives, panels, and studies. Mr. Walters affirmed that structuring the oral board is a critical component. Because of the importance of the board, development of the training program and the initial training will be provided by another entity through a train the trainer exercise. The goal is to establish a credible and

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objective process by removing as many variations as possible. The entire process is anticipated to be presented at the February meeting. At that time, test questions will be reviewed with the Commission. Staff reviewed Bellingham's test model, which is included on its website. Bellingham's final rating assigns 35% for the written test and 65% for the oral board. A pass/fail system is used for the screening/speed interviews rather than a rating. Examiner Behrends Cerniwey said she recommends using a rating because it enables an applicant to use volunteer points. The rating is not included as part of the final score, but would be used to establish a list for selection to participate in the oral board. Public Safety Testing is drafting the questions based on the revised job description.

Examiner Behrends Cerniwey responded to questions on the structure and evaluators for the screening and oral board processes. The intent is eliminating panel bias and achieving objective ratings based on objective standards and a fine-tuned process. The requirement for training by panel members and providing clear standards helps to mitigate personal inconsistencies/bias by raters. Eliminating all personal bias is not possible; however, the goal is to mitigate personal bias to the extent possible. The model has been used successfully by other agencies for the last three years.

NEXT MEETING: Staff and the Commission reviewed personal schedules and agreed to re-schedule the February meeting as a special meeting on February 28, 2019 at 5:30 p.m.

Commissioner Tee inquired about the possibility of participating by telephone conference at a future meeting. Examiner Behrends Cerniwey affirmed arrangements could be coordinated for telephone participation.

MODIFIED ELIGIBILITY FOR HIRE LIST: LATERAL POLICE OFFICER: Examiner Behrends Cerniwey reported the City received one application for lateral police officer. The application serves as the exam. The applicant's experience established a 74% score placing the applicant as number 10 on the proposed list. One applicant has been removed from the list as the applicant has been on the list for a year. The proposed list includes 11 names. The Police Chief can hire from the top seven names.

Commissioners pointed out that several applicants have the same score. Examiner Behrends Cerniwey said she believes Civil Service rules stipulate using the date the applicant was placed on the list for referral to an interview.

MOTION: **Commissioner Trimble moved, seconded by Commissioner Tee, to approve the Modified Eligibility for Hire List: Lateral Police Officer as presented. Motion carried unanimously.**

UPDATES AND SCHEDULING: Examiner Behrends Cerniwey advised that the report by Mayor Kmet on the state of the City originally scheduled for the February meeting might be

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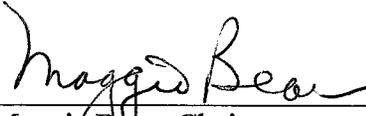
moved to the March meeting.

A Fire Lieutenant test is scheduled for review by the Commission at the February meeting.

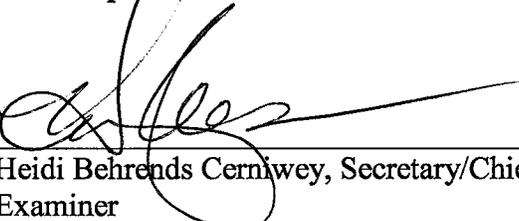
Fire Chief LaVielle reported on one firefighter attending the Fire Academy. The Fire Department should receive the new fire engine later in the year.

Police Chief Weiks reported on the status of several new hires. Two new hires are attending the academy. Another newly hired officer is scheduled to start with the department on January 17, 2019. The department also offered a conditional officer to a certified candidate from the Liquor and Cannabis Board. Another lateral officer from Liquor and Cannabis is beginning the background review process leaving only one position to fill.

ADJOURNMENT: Commissioner Tee moved, seconded by Commissioner Trimble, to adjourn the meeting at 6:29 p.m. Motion carried.



Maggie Bean, Chair



Heidi Behrends Cerniwey, Secretary/Chief
Examiner