



**NOTICE OF SPECIAL MEETING
GRANDVIEW CIVIL SERVICE COMMISSION**

You are hereby notified, pursuant to RCW 42.30.080, that the **GRANDVIEW CIVIL SERVICE COMMISSION** will conduct a Special Meeting on **TUESDAY, JUNE 14, 2016 at 1:30 p.m.**, in the Grandview City Hall Council Chambers, 207 West Second Street, Grandview, with the following agenda:

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. MINUTE APPROVAL – April 12, 2016 Special Meeting**
- 4. NEW BUSINESS**
 - A. Certify Police Dispatcher Eligibility List**
- 5. ADJOURNMENT**

CITY OF GRANDVIEW

Anita G. Palacios, MMC, City Clerk

NOTIFICATION:

Grandview Civil Service Commission
Mayor and Council
Cus Arteaga, City Administrator
Kal Fuller, Police Chief
Mike Hopp, Assistant Police Chief
News Media

**GRANDVIEW CIVIL SERVICE COMMISSION
SPECIAL MEETING MINUTES
APRIL 12, 2016**

1. CALL TO ORDER & ROLL CALL

Chairman David Ballinger called the meeting to order at 11:30 a.m., in the Council Chambers at City Hall.

Civil Service Commissioners present were: David Ballinger, Andrea (Arteaga) Morris and John Garcia.

Staff present were: Secretary/Chief Examiner Anita Palacios, Police Chief Kal Fuller and Assistant Police Chief Mike Hopp.

2. MINUTE APPROVAL – JUNE 18, 2015 SPECIAL MEETING

On motion by Commissioner Morris, second by Commissioner Garcia, **the Commission unanimously approved the minutes of the June 18, 2015 special meeting.**

3. CERTIFY POLICE SERGEANT ELIGIBILITY LIST

Secretary/Chief Examiner Palacios explained that the examination to establish an eligibility list for the classification of Police Sergeant was held on March 31, 2016. The testing was limited to employees currently employed as full-time police officers with the Grandview Police Department that met the position description minimum qualifications. Two candidates were in attendance. The City contracted with Public Safety Testing to conduct an assessment center.

Examination Parts and Weights: The examination consisted of an assessment center weighted at 100%. The candidates were scored on oral communication, interpersonal insight, judgment, decisiveness, and delegation and control. The assessment center consisted of the following three exercises:

- Exercise #1: Interview
- Exercise #2: In-Basket
- Exercise #3: Practical Scenarios

The total possible points a candidate could receive was 25. The applicants must have passed with a 70% or better test score. Both candidates passed.

Eligibility List: Following was the eligibility list:

<u>Candidate</u>	<u>Score</u>	<u>Percentage</u>	<u>Ranking</u>
Seth Bailey	21.48	85.90%	1
James Driscoll	18.98	75.90%	2

On motion by Commissioner Morris, second by Commissioner Garcia, the Civil Service Commission unanimously certified the Police Sergeant eligibility list for a one year period to April 12, 2017 and directed that the top two names be provided to the Police Chief to determine the candidate best qualified for appointment to any vacant position.

4. **ADJOURNMENT**

The meeting was unanimously adjourned at 11:50 a.m.

Commissioner David Ballinger

Anita Palacios, Secretary/Chief Examiner

**GRANDVIEW CIVIL SERVICE COMMISSION
AGENDA ITEM SUMMARY SHEET**

Meeting Date: June 14, 2016 - Special Meeting
 Agenda Item: Certify Police Dispatcher Eligibility List
 Title: Rule 8.19 - Report of Examination
 Presented by: Anita Palacios, Secretary/Chief Examiner

Summary: The examination to establish an eligibility list for the classification of Police Dispatcher was held on June 2, 2016. 12 applicants were in attendance.

Examination Parts and Weights. The examination consisted of two segments--written test and oral board. Percentage weights were assigned to each segment of the examination. The segments were as follows:

Written Test. The maximum score for the written test was 100 points with a 50% weighted average factor. The examination consisted of reading comprehension, alphabetizing, spelling, grammar and mapping. The applicants must have passed with a 70% or better test score. 11 of the 12 applicants passed.

The 11 applicants proceeded to the oral board interview.

Oral Board. The maximum score for the oral board was 100 points with a 50% weighted average factor. This segment consisted of 10 questions with the applicant being rated on appearance, manner, speech, comprehension, ability to express qualifications, and general impression. The applicants must have passed with a 70% or better score. Eight (8) of the 11 applicants passed the oral board.

Application of Veteran Credit: No applicants were eligible for veteran credit.

Eligibility List: Following is the eligibility list:

Applicant Name	Written Score	Oral Score	Sub-total	10% Veteran Credit	Total Score	Rank
Ryan Dill	89	90.7	89.9	0	89.9	1
Noemi Borrego	80	89	84.5	0	84.5	2
Eric Strom	88	79.3	83.7	0	83.7	3
Delia Ramos	86	70.3	78.2	0	78.2	4

Ulises Garcia	72	82.3	77.2	0	77.2	5
Christopher Mendoza	74	77.3	75.7	0	75.7	6
Lena Pamplona	73	76.3	74.7	0	74.7	7
Kalisa Russell	79	70	74.5	0	74.5	8

Recommendation and Suggested Motion: "I move that the Civil Service Commission certify the Police Dispatcher eligibility list for a one year period to June 14, 2017 and direct that the top three names be provided to the Police Chief to determine the candidate best qualified for appointment to any vacant positions."



Secretary/Chief Examiner