



**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 **WEDNESDAY, JUNE 7, 2023 at 9:00 a.m.**, with the following agenda:

AGENDA

- 1. CALL TO ORDER & ROLL CALL**
- 2. MINUTE APPROVAL – March 15, 2023 Special Meeting**
- 3. NEW BUSINESS**
 - A. Certify Police Dispatcher Eligibility List
- 4. ADJOURNMENT**

This meeting will be held in person in the City Hall Council Chambers, 207 West Second Street, Grandview, Washington, and will also be available via teleconference, as follows:

Join Zoom Meeting

<https://us06web.zoom.us/j/89775384861?pwd=cWs4alg1UmFrQlFONzdEbEpuRWhkUT09>

To join via phone: +1 253 215 8782

Meeting ID: 897 7538 4861

Passcode: 871257

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

Seth Bailey, Assistant Police Chief

News Media

**GRANDVIEW CIVIL SERVICE COMMISSION
SPECIAL MEETING MINUTES
MARCH 15, 2023**

1. CALL TO ORDER & ROLL CALL

Secretary/Chief Examiner Anita Palacios called the special meeting to order at 9:00 a.m.

The meeting was held in person and also available via teleconference.

Present in person: Commissioners Darrell McCallum and John Garcia

Absent: Commissioner Andrea Arteaga-Morris

Staff present: Secretary/Chief Examiner Anita Palacios

2. MINUTE APPROVAL – JULY 20, 2022 SPECIAL MEETING

On motion by Commissioner McCallum, second by Commissioner Garcia, the Commission approved the minutes of the July 20, 2022 special meeting.

3. NEW BUSINESS

Secretary/Chief Examiner Palacios explained that the City was currently advertising the position of Police Dispatcher as open until filled. As applications were received, the written test and oral board interview were being conducted with the applicants. To date, six (6) applicants have completed the testing process.

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. Applicants must pass with a 70% or better test score. All six (6) applicants passed the written test.

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. Applicants must pass with a 70% or better score. Two (2) applicants passed the oral board.

Application of Veteran Credit: The applicants were not 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
Jose Cisneros-Valdez	85	76	80.5	-0-	80.5	1
Lindsey Crawford	89	71	80.0	-0-	80.0	2

On motion by Commissioner McCallum, second by Commissioner Garcia, the Commission certified the Police Dispatcher eligibility list for a one year period to March 15, 2024 and directed that the two names be provided to the Police Chief to determine the candidate best qualified for appointment to any vacant positions.

4. ADJOURNMENT

The meeting was adjourned at 9:10 a.m.

Commissioner John Garcia

Anita Palacios, Secretary/Chief Examiner

GRANDVIEW CIVIL SERVICE COMMISSION AGENDA ITEM SUMMARY SHEET

Meeting Date: June 7, 2023 – Special Meeting
 Agenda Item: Certify Police Dispatcher Eligibility List
 Title: Rule 8.19 - Report of Examination
 Presented by: Anita Palacios, Secretary/Chief Examiner

Summary: Currently, the City is advertising the position of Police Dispatcher as open until filled. The City has one (1) vacant Police Dispatcher position. As applications are received, the written test and oral board interview are being conducted with the applicants. To date, six (6) applicants have completed the testing process.

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. Applicants must pass with a 70% or better test score. Six (6) applicants passed the written test.

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. Applicants must pass with a 70% or better score. Four (4) applicants passed the oral board.

Application of Veteran Credit: The applicants were not 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
Joshua Keyes	90	83.7	86.8	NA	86.8	1
Benny Escobar	87	74.3	80.7	NA	80.7	2
Alyssa Rodriguez	78	78.3	78.2	NA	78.2	3
Annette Lara	71	79	75	NA	75	4

Recommendation and Suggested Motion: "I move that the Civil Service Commission certify the Police Dispatcher eligibility list for a one (1) year period to June 7, 2024 and direct that the top three (3) names be provided to the Police Chief to determine the candidate best qualified for appointment to any vacant positions."