



**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 **MONDAY, DECEMBER 4, 2023 at 11:00 a.m.**, in the City Hall Council Chambers, 207 West Second Street, Grandview, Washington, with the following agenda:

AGENDA

- 1. CALL TO ORDER & ROLL CALL**
- 2. MINUTE APPROVAL – June 7, 2023 Special Meeting**
- 3. NEW BUSINESS**
 - A. Certify Police Dispatcher Eligibility List
 - B. Certify Lateral Police Officer Eligibility List
 - C. Certify Police Sergeant Eligibility List
- 4. ADJOURNMENT**

CITY OF GRANDVIEW

Anita G. Palacios, MMC, City Clerk

NOTIFICATION:

Grandview Civil Service Commission
Mayor and Council
Cus Arteaga, City Administrator
Shane Fisher, City Administrator
Kal Fuller, Police Chief
Seth Bailey, Assistant Police Chief
News Media

**GRANDVIEW CIVIL SERVICE COMMISSION
SPECIAL MEETING MINUTES
JUNE 7, 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: Commissioner Darrell McCallum

Present via teleconference: Commissioner John Garcia

Absent: Commissioner Andrea Arteaga-Morris

Staff present: Secretary/Chief Examiner Anita Palacios

2. MINUTE APPROVAL – MARCH 15, 2023 SPECIAL MEETING

On motion by Commissioner McCallum, second by Commissioner Garcia, the Commission approved the minutes of the March 15, 2023 special meeting.

3. NEW BUSINESS

A. Certify Police Dispatcher Eligibility List

Secretary/Chief Examiner Palacios explained that currently the City was advertising the position of Police Dispatcher as open until filled. The City has one (1) vacant Police Dispatcher position. As applications were received, the written test and oral board interview were being conducted with the applicants. To date, six (6) applicants 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 was 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

On motion by Commissioner McCallum, second by Commissioner Garcia, the Commission certified the Police Dispatcher eligibility list for a one (1) year period to June 7, 2024 and directed that the top three (3) 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: December 4, 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 two (2) vacant Police Dispatcher positions. As applications are received, the written test and oral board interview are being conducted with the applicants. To date, two (2) 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. The two (2) 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. The 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
Mary Schell	79	81	80	-0-	80	1
Ivan Fonseca	72	79.8	75.9	-0-	75.9	2

Recommendation and Suggested Motion: "I move that the Civil Service Commission certify the Police Dispatcher eligibility list for a one (1) year period to December 4, 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."

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

Meeting Date: December 4, 2022 – Special Meeting
Agenda Item: Certify Lateral Police Officer 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 Entry Level/Lateral Police Officer was held on November 16, 2023. In attendance were six (6) entry level applicants and one (1) lateral applicant.

Examination Parts and Weights. The examination consisted of three segments—written test, physical ability test and oral board. Percentage weights were assigned to two of the three segments 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 City uses the National Criminal Justice Center Selection Inventory-Integrity test purchased from Industrial/Organizational Solutions, Inc. This test combines the two most powerful predictors of job performance: cognitive ability and integrity. Upon completion of the written test, the test booklets and answer sheets were collected and returned to I/O Solutions for computer scoring. The applicants must have passed with a 70% or better test score. The six (6) entry level applicants passed the written test. The lateral applicant was not required to take the written test.

Physical Ability Test. The physical ability test (PAT) was comprised of squat thrusts, push-ups, sit-ups and 1.5-mile run. The PAT was pass or fail. All seven (7) applicants were required to complete the PAT. Two (2) entry level applicants failed the PAT.

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. The four (4) entry level applicants failed the oral board. The lateral applicant passed the oral board.

Application of Veterans' Preference: No applicants were eligible for veterans' preference. State law provides for a scoring criteria status, commonly called a "preference," in civil service competitive examinations for certain veterans. RCW 41.04.010 provides that veterans who served during a period of war or armed conflict and do not receive military retirement benefits are entitled to have 10% added to their

passing scores for their first civil service appointment.

Eligibility List:

Applicant Name	Written Score	Oral Score	Subtotal	10% Veteran Credit	Total Score	Ranking
Lateral						
Rosa Ojeda	NA	91	91	-0-	91	1

Recommendation and Suggested Motion: "I move that the Civil Service Commission certify the Lateral Police Officer eligibility list for a one year period to December 4, 2024 and direct that the applicant names from the eligibility list be provided to the Police Chief to determine the candidate best qualified for appointment to any vacant positions."

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

Meeting Date: December 4, 2023 – Special Meeting

Agenda Item: Certify Police Sergeant 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 Sergeant was held on November 6, 2023. 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. Four (4) candidates were in attendance. The City contracted with Public Safety Testing to conduct the promotional test.

Examination Parts and Weights. The promotional examination consisted of a Supervisory Skills Assessment 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: In-Basket with Oral Presentation
- Exercise #2: Practical Scenarios and Critical Thinking
- Exercise #3: Structured Interview

The total possible points a candidate could receive was 25. The candidates must have passed with a 70% or better test score. Two (2) candidates passed.

Eligibility List: Following is the eligibility list:

Candidate	Score	Percentage	Ranking
Jonah Hoefler	20.48	81.93	1
Sam Cover	19.10	76.40	2

Recommendation and Suggested Motion: "I move that the Civil Service Commission certify the Police Sergeant eligibility list for a one year period to December 4, 2024 and direct that the top two names be provided to the Police Chief to determine the candidate best qualified for appointment to any vacant position."