



**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, MARCH 13, 2024 at 9:00 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** – December 4, 2023 Special Meeting
- 3. NEW BUSINESS**
 - A. Certify Police Officer Eligibility List
- 4. ADJOURNMENT**

Join Zoom Meeting

<https://us06web.zoom.us/j/86471292349?pwd=iL0uELqigbl63zGO1YoivyXX6ficwa.1>

To join via phone: +1 253 215 8782

Meeting ID: 864 7129 2349

Passcode: 893905

CITY OF GRANDVIEW

Anita G. Palacios, MMC, City Clerk

NOTIFICATION:

Grandview Civil Service Commission

Mayor and Council

Shane Fisher, City Administrator

Kal Fuller, Police Chief

Seth Bailey, Assistant Police Chief

News Media

**GRANDVIEW CIVIL SERVICE COMMISSION
SPECIAL MEETING MINUTES
DECEMBER 4, 2023**

1. CALL TO ORDER & ROLL CALL

Secretary/Chief Examiner Anita Palacios called the special meeting to order at 11:00 a.m.

The meeting was held in person.

Present in person: Commissioners John Garcia and Darrel McCallum

Absent: Commissioner Andrea Arteaga-Morris

Staff present: Secretary/Chief Examiner Anita Palacios, Police Chief Kal Fuller and Assistant Police Chief Seth Bailey

2. MINUTE APPROVAL – JUNE 7, 2023 SPECIAL MEETING

On motion by Commissioner Garcia, second by Commissioner McCallum, the Commission approved the minutes of the June 7, 2023 special meeting.

3. NEW BUSINESS

A. Certify Police Dispatcher Eligibility List

Chief Examiner Palacios explained that currently, the City was advertising the position of Police Dispatcher as open until filled. The City has two (2) vacant Police Dispatcher positions. As applications were received, the written test and oral board interview were being conducted with the applicants. To date, two (2) 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. 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 was 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

On motion by Commissioner McCallum, second by Commissioner Garcia, the Commission certified the Police Dispatcher eligibility list for a one (1) year period to December 4, 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.

B. Certify Lateral Police Officer Eligibility List

Chief Examiner Palacios explained that 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 were entitled to have 10% added to their passing scores for their first civil service appointment.

Eligibility List: Following was the eligibility list:

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

On motion by Councilmember Garcia, second by Councilmember McCallum, the Commission certified the Lateral Police Officer eligibility list for a one year period to December 4, 2024 and directed 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.

C. Certify Police Sergeant Eligibility List

Chief Examiner Palacios explained that 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 was the eligibility list:

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

On motion by Councilmember McCallum, second by Councilmember Garica, the Commission certified the Police Sergeant eligibility list for a one year period to December 4, 2024 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 adjourned at 11:15 a.m.

Commissioner John Garcia

Anita Palacios, Secretary/Chief Examiner

GRANDVIEW CIVIL SERVICE COMMISSION AGENDA ITEM SUMMARY SHEET

Meeting Date: March 13, 2024 – Special Meeting
Agenda Item: Certify 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 February 29, 2024. In attendance were six (6) entry level applicants.

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. Five (5) applicants passed 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. Four (4) applicants passed 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. Two (2) applicants 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: Following was the eligibility list:

Applicant Name	Written Score	Oral Score	Subtotal	10% Veteran Credit	Total Score	Ranking
Josue Lopez	84.83	91	91	-0-	87.9	1
Miguel Lua	84.99	74	79.5	-0-	79.5	2

Recommendation and Suggested Motion: "I move that the Civil Service Commission certify the Police Officer eligibility list for a one year period to March 13, 2025 and direct that the applicants names from the eligibility list be provided to the Police Chief to determine the candidates best qualified for appointment to any vacant positions."