

Meeting Minutes  
Civil Service Commission  
March 7, 2018  
5:00 pm  
**Duvall City Hall – 15535 Main Street NE, Duvall**

**Call to Order:** 5:04 pm

**Commissioners present:** Ray LaBate, William Ojeda, Jaime Kemper (5:15pm)

**Secretary Chief Examiner:** Alana McCoy

**Staff present:** None

**Approval of Minutes:** February 7, 2018 minutes were read and approved.

**Public Comments:** None.

**Police Department Report:** No Report.

**New/Old Business:** The current Public Safety Testing (PST) Entry Level candidate list was reviewed. The Commissioners agreed to have ten applicants invited for Oral Boards. The applicants must submit an employment application and will need to be available in May for interviews. The Secretary will recruit in batches of ten chosen from the PST website beginning with those who have the highest test score. Applicants who have submitted an employment application with the City and completed entry level testing plus certification with PST will be included on the list.

The Commission will ask the Chief to provide two days in May to set aside for Oral Board interviews.

The Commissioners reviewed the Entry Level and Exceptional Entry descriptions to be included in Rule 2, 13.02, 13.05 and 14.01 of the Rules and Regulations. The Commissioners approved the following language to be added:

Entry Level: Applicants interested in an entry level law enforcement position.

Exceptional Entry: A candidate that has successfully completed the law enforcement academy but has not completed a twelve month probationary period with a law enforcement agency.

**Next Meeting:** April 4, 2018

**Adjourn:** 6:54 pm