



# CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144  
TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

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Date: June 29, 2022

To: Civil Service Commissioners

From: Dawn Nations, Civil Service Secretary  
cc: Chief Sass

RE: Recruitment process for Sergeant position

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Dear Commissioners,

This memo sets before the Commission for approval, the proposed recruitment process for the vacancy of Police Sergeant.

The vacancy was be posted in accordance with the Civil Service rules (page 22). The Notice of the vacancy was published in the City's official newspaper, the Seattle Times. The next steps are listed below:

- Notice of vacancy in the City's Official Newspaper - June 23, 2022
- Job announced both internally and externally via the City's Official Bulletin, websites & notice boards - June 23, 2022
- Civil Service Meeting to Approve Recruitment Process - June 29, 2022
- Written examination administered to eligible candidates - July 27, 2022
- Written examination scored by Public Safety Testing - July 28, 2022
- Medina Police Department Command reviews questions recommended for elimination; exams rescored (if applicable) - July 29, 2022
- Written examination scores sent to Civil Service Secretary for calculation of service credit (if applicable) (Civil Service Rules page 24-25) - August 1, 2022
- Formulate Eligibility Register - August 1, 2022
- Civil Service Meeting to Approve Eligible Register - August 2, 2022
- Candidate Interview(s) with Police Chief - August 4, 2022

## **Attachments**

- Job Announcement
- Job Description
- Civil Service Rules