



CITY OF MEDINA

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Date: December 6, 2023

To: Civil Service Commissioners

From: Dawn Nations, Civil Service Secretary

cc: Chief Sass

RE: Recruitment process for Police Officer position

Dear Commissioners,

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

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 – October 16, 2023
- Job announced both internally and externally via the City's Official Bulletin, websites & notice boards – October 17, 2023
- Notice of vacancy posted on Public Safety Testing Website – October 17, 2023
- Posting for 30 days (Required by Civil Service Rules) end date November 16, 2023 but open until filled.
- Applicants written documents scored and Oral Boards Scheduled by Civil Service Secretary – November 29 – December 4, 2023
- Formulate Eligibility Register – December 4, 2023
- Civil Service Meeting to Approve Eligible Register – December 6, 2023
- Candidate Interview(s) with Police Chief – TBD (December 2023)

Attachments

- Job Announcement
- Job Description