

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF SPECIAL VIRTUAL MEETING
July 19, 2022 Page 1**

CONVENE: 5:30 p.m.

PRESENT: Chair Eric Trimble and Commissioner Simon Tee.

Staff: Secretary/Chief Examiner James Trujillo, Fire Chief Brian Hurley, and Police Chief Jon Weeks.

**POLICE
SERVICES
SPECIALIST II
2022
RECRUITMENT
RESULTS:**

Chief Examiner Trujillo reported the City's open competitive recruitment was opened in April. The examination plan was previously approved by the Commission. The recruitment resulted in the submittal of 18 applications with 8 of the candidates completing the first phase of the process (written exam) and two candidates completing the second phase. One candidate advanced for placement on the proposed eligibility list. The City actively recruited to attract more candidates to submit applications; however, the testing process reduces many of the candidates as many applicants elected not to participate in the testing or simply did not attend the scheduled date of the test. Some candidates also accepted other offers of employment while waiting for the completion of the recruitment process. City staff recognizes the importance of a speedy recruitment process for Civil Service positions.

Commissioner Tee asked whether the applicants were both male and female. Chief Examiner Trujillo advised that he could provide the information at a future meeting. Additionally, he did not believe the recruitment attracted any internal candidates.

**APPROVAL OF
POLICE
SERVICES
SPECIALIST II
ELIGIBILITY
LIST:**

Chief Examiner Trujillo requested approval of the Police Services Specialist II eligibility list as proposed. He cited the applicant's name on the list and testing score. The Chief has the prerogative to interview up to seven candidates on the eligibility list; however, in this case, only one name is on the list.

MOTION: **Chair Trimble moved, seconded by Commissioner Tee, to approve the Police Services Specialist II Eligibility List as presented. A voice vote approved the motion.**

**NEXT MEETING
DATE:** Chair Trimble noted the next meeting date has been changed from Thursday, August 11, 2022 to Wednesday, August 10, 2022.

Police Chief Weeks thanked the Commission for scheduling a special meeting to consider action on the eligibility list for the position.

ADJOURNMENT: **Chair Trimble moved, seconded by Commissioner Tee, to adjourn the special meeting at 5:37 p.m. A voice vote approved the motion.**

Eric Trimble, Chair

James Trujillo, Secretary/Chief Examiner