



TO: Civil Service Commission  
FROM: Michelle Sutherland, Secretary Examiner  
DATE: June 5, 2025  
SUBJECT: Request to Extend Provisional Appointment

Recommended Action:

Approve the request to extend Lt. Carlos Quiles's provisional appointment to the Deputy Chief position for up to six (6) months (December 12, 2025).

Background:

The Deputy Chief position at the City of Tumwater is currently being filled on a provisional basis by Lieutenant Carlos Quiles. Given ongoing staffing challenges and the extended timeline required to conduct an external recruitment for this position, we respectfully request that the Commission waive Civil Service Rule 14.02 regarding provisional appointments allowing up to a six (6) month extension.

Rule 14.02 presently states: "No person shall receive more than one provisional appointment or serve more than four months as a provisional appointee in any one fiscal year."

A waiver would allow continued and consistent leadership coverage while we work toward a permanent staffing solution. No internal candidates have expressed interest in this position.

Alternatives:

No alternatives suggested