



## CIVIL SERVICE MEETING MINUTES

Wednesday, August 16, 2017, 3:15 PM

Fire Station 42, 4321 NW Parker Street

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### I. CALL TO ORDER

Administrative Services Director Jennifer Gorsuch and EMS Division Chief Cliff Free were in attendance.

Present: Brody Barnes and Lynn Valenter

Absent: Ron Goodpaster

### II. MINUTES TO BE APPROVED

**Commissioner Barnes made a motion to approve the May meeting minutes; Commissioner Valenter seconded.**

### III. MEETING ITEMS

Fire Department

- Request to test: Senior Administrative Support Assistant

EMS Division Chief Free presented the Commission with an outline of the proposed testing process; the process would be the same for internal and external candidates, if it goes external. Gorsuch added that it is a union requirement to post the job internally and to hold a civil service test three internal candidates are needed. Free stated that this position requires a high degree of autonomy and it is important to have a testing process that can identify a candidate that can be successful with minimal training as the department doesn't have the capacity to train to a low level. The testing process would start with an application, then a standardized exam. The eight candidates with the highest score on the exam will move to an inbox exercise and a panel interview. A score of 75% is required to pass. Candidates will be ranked on an aggregate score and then the Commission will ratify the list.

Commissioner Valenter asked about the inbox and interview being each ranked at 50% of the candidates score. Free responded that this was because the inbox is important in assessing the skill set and will show a candidates ability to work independently. Commissioner Barnes asked where the position would be posted, if it goes external. Gorsuch responded the normal employment websites would be used, as well as the city website; City jobs are also picked up by Indeed and Monster.

**Commissioner Valenter moved to approve the hiring process as presented. Commissioner Barnes seconded.**

Police Department

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- Updated Entry Level Police Officer eligibility list

The Commission was presented with an updated Police Department Entry Level hiring list. Two candidates have been hired from the list and one candidate was removed from the list, allowing for three new candidates to move into the top ten on the list.

**Commissioners Valenter and Barnes signed the updated hiring list.**

Administration

- Executive Session, officer discipline update

An executive session was held for five minutes. Gorsuch updated the Commission on the conclusion of a police officer disciplinary matter that the Commission was notified of last year.

#### **IV. ADJOURNMENT**

Meeting concluded at 3:43.

Respectfully submitted:

Alicia Ramsey  
Secretary / Chief Examiner

NOTE: The City of Camas welcomes and encourages the participation of all of its citizens in the public meeting process. A special effort will be made to ensure that persons with special needs have opportunities to participate. For more information, please call (360) 834-6864.