

Fife Civil Service Commission Regular Meeting Minutes

April 24, 2014
Hall
3:30PM

Minutes

Fife City
Puyallup Room

CALL TO ORDER AND ROLL CALL: The meeting was called to order by Kory Edwards at 3:33 pm.

PRESENT: Bob Thornhill, Jay Marks, arrived after meeting started, Kory Edwards and Jan Kurz.

Special Guest: Jennifer Combs

MINUTES: A motion was made by Bob Thornhill, seconded by Kory Edwards to approve the Regular Meeting Minutes of January 21, 2014. February and March meetings had been cancelled due to a lack of business. Commissioned signed the letter of acceptance for the appointment of Jan Kurz to Civil Service Secretary Chief Examiner.

CORRESPONDENCE: There was none at this time.

REPORTS: Jennifer Combs postponed her report until Jay Marks showed up.

UNFINISHED BUSINESS: Secretary Jan Kurz, presented 4 recent certified list for the commission to sign. This included Entry Level Corrections, Lateral Corrections, Police Service Specialist and Evidence Technician. Jan also spoke about the past Communications Records officer Oral Board and that list will be available for them to sign at the next meeting. Kory asked about the Police Service Specialist position and Jan explained the differences in the position compared with the requirements of the past postings.

EXECUTIVE SESSION: The meeting went into executive session for approx. 20 minutes.

Meeting reconvened at 4:00p.m

NEW BUSINESS: Jan spoke about the Lt Promotional List will be started next month. Skillworks has been selected again to prepare the test questions and assist in the Oral Board and follow up. Detective promotional list will also be started soon, and it may have an Assessment Center component that it has not had in the past. Jan has spoken to other Civil Service secretaries, and they have encouraged her to have more than a written and oral board. Jan spoke about the way assessment centers operate and how different skill sets are sought after. More information will be available at the next meeting.

(recorder ran out of battery during the adjournment)

Adjournment: Bob Thornhill made the motion to adjourn the meeting at 4:10 pm. Seconded by Kory Edwards. The next meeting will be on July 9th, 2014 at 4:00 pm.