



CIVIL SERVICE COMMISSION MEETING VIA TEAMS

Minutes from Meeting on January 27, 2022

The meeting commenced at 10:01 am. Those in virtual attendance was Chief Examiner Michael Duerr, Kay Barnes, Danielle Marks, and Chelan Robbins.

ROLL CALL OF THE COMMISSION

Present via Teams were Commissioner Ethel McNeal, Commissioner Jo Metzger-Levin, Commissioner Scott Bader, and Legal Counsel Amy Allision.

ELECTION OF COMMISSION CHAIR AND VICE CHAIR FOR 2022

Commissioner Metzger-Levin moved to elect Commissioner McNeal to Commission Chair. Commissioner Bader seconded the motion. The motion was approved unanimously. Commissioner Bader moved to elect Commissioner Metzger-Levin to Vice Chair. Commission Chair McNeal second the motion. The motion was approved unanimously.

SUBMITTAL AND APPROVAL OF THE MINUTES

Commissioner Metzger-Levin moved to approve the minutes of the December 16, 2021 meeting. Commissioner Bader seconded the motion. The motion was approved unanimously.

REVIEW OF THE PERSONNEL ACTION REPORT

Commissioner Metzger-Levin moved to approve the Personnel Action Report January 2022. Commissioner Bader seconded the motion. The motion was approved unanimously.

REVIEW OF THE CHIEF EXAMINER APPROVAL OF CALLS FOR APPLICANTS

Commissioner Bader moved to approve the Chief Examiner Approvals of Calls for Applicants for February 2022. Commissioner Metzger-Levin seconded the motion. The motion was approved unanimously.

REVIEW OF THE CHIEF EXAMINER CERTIFICATIONS OF ELIGIBLE REGISTERS

Commissioner Bader moved to approve the Chief Examiner Certifications of Eligible Registers for February 2022. Commissioner Metzger-Levin seconded the motion. The motion was approved unanimously.

NEW BUSINESS

Class Specifications

1. Commissioner Metzger-Levin moved to approve the Revised Class Specification for Assistant Buyer. Commissioner Bader seconded the motion. The motion was approved unanimously.
2. Commissioner Bader moved to approve the Revised Class Specification for Equipment Mechanic. Commissioner Metzger-Levin seconded the motion. The motion was approved unanimously.
3. Commissioner Bader moved to approve the Revised Class Specification for Fleet Warranty Specialist. The motion was approved unanimously.
4. Commissioner Metzger-Levin moved to approve the New Class Specification for Encampment Response Supervisor. Commissioner Bader seconded the motion. The motion was approved unanimously. Commission Chair asked about the purpose of this new class specification and Mike Duerr explained to the Commission the position is part of the mayor's 2022 budget in response to the

homelessness crisis. It is specific to the encampment issue of which currently is being done by Public Works employees.

OTHER BUSINESS

Per State RCW, Commissioners are required to attend training on open public meetings and records retention requirements. Each commissioner verified that they had reviewed the training provided by the City on these subjects.

Commissioner Bader asked if we could move the regular meeting time from 10:00 AM to 9:30 AM. All in attendance agreed and the new time will be reflected in the public announcement.

ADJOURNMENT

The meeting adjourned at 10:16 a.m.

Respectfully submitted,
Chelan Robbins
Civil Service Secretary