

**KALAMA CIVIL SERVICE COMMISSION
REGULAR MEETING
JANUARY 7, 2014**

1. CALL TO ORDER

Chairperson Larry Rosson called the meeting to order at 5:30 p.m., January 7, 2014. Commissioner Peggy Brindle, Commissioner Don Mathison and Secretary/Examiner Sue Seay were present. Police Chief Randy Gibson and City Administrator Adam Smee were also in attendance.

2. APPROVAL OF MINUTES

Commissioner Don Mathison moved to approve the minutes of the December 17, 2013 meeting. Commissioner Peggy Brindle seconded and the minutes were approved.

3. OLD BUSINESS

Chairman Larry Rosson opened the discussion regarding the desire to move the police clerk position from part time to full time. He indicated the original job description did not include any language regarding probation. The current rules state there is a 12-month probation period for police officers. Since this is a new situation, where a part-time police clerk was becoming a full-time police clerk and would now be under Civil Service, consideration could be given to modifying the rules. One suggestion would be to allow a six-month probation if the individual is a current City employee. Either way, there should be language in the job description so the employee knows they will have to serve in a probationary capacity.

Commissioner Mathison provided the current language regarding probation in Rule VII, Section 2.

“Duration. No appointment, whether for entrance employment or promotion to any position, shall be deemed complete until the expiration of a 12-month probationary period. Provided, however, that if the employee attends the training program conducted by the Washington Criminal Justice Training Commission during the employee’s probationary period, then, and in that event, the probationary period shall be extended by the same number of months that the employee spent in the training program.”

Chairman Rosson acknowledged specifying a probationary period was a formality. The City already knows the department has a good employee. The City could

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modify the rules to shorten the probationary period if the person is performing the job. Since this is a new situation, the probation period should be addressed. City Administrator Smee indicated he did not see any reason to modify the rules, that the 12-month probationary period was acceptable. If language regarding probation was added to the current job description language, the Commission would find that acceptable.

Commissioner Mathison and Commissioner Brindle indicated they were impressed with the job description. The description includes criteria that makes it clear what skills are needed that would not be able to be met by the general public, such as evidence handling. Chairman Rosson asked about the Spillman program and whether or not that was an in-house program. Chief Gibson stated it was a system used in various counties, so someone from Clark County would possibly have this background or experience. There are a variety of training courses necessary for the position, and there is no single course that covers everything. It takes about 6 to 8 months for a person to be exposed to the various facets of the job and would either sink or swim. Chairman Rosson asked about a backup. Chief Gibson stated employee Kiley Mirenta has spent some time at the Police Department, but still has to attend State mandated training before she could be given appropriate access.

City Administrator Smee then presented a revised job description. Commissioner Mathison moved to accept and Commissioner Brindle seconded. The revised job description was approved. It was agreed that the position opening would be posted from January 8, 2014 to January 22, 2014. A list of applicants would be provided to Chief Gibson on January 23, 2014.

4. NEW BUSINESS

None.

5. CORRESPONDENCE

None.

6. OTHER

None.

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7. NEXT MEETING

The next meeting of the Kalama Civil Service Commission is tentatively set for Tuesday, February 18, 2014 at 5:30 p.m.

8. ADJOURNMENT

Chairperson Rosson adjourned the meeting at approximately 6:30 p.m. These minutes are not verbatim. A copy of the tape can be made available for listening upon request.

Larry Rosson, Chairman

Sue Seay, Secretary/Examiner