

**KALAMA CIVIL SERVICE COMMISSION
REGULAR MEETING
DECEMBER 17, 2013**

1. CALL TO ORDER

Chairperson Larry Rosson called the meeting to order at 5:30 p.m., December 17, 2013. Commissioner Peggy Brindle, Commissioner Don Mathison and Secretary/Examiner Sue Seay were present. Police Chief Randy Gibson, City Administrator Adam Smee, and Police Guild representative Sergeant Steve Parker were also in attendance.

2. APPROVAL OF MINUTES

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

3. OLD BUSINESS

Chairman Larry Rosson asked Police Chief Randy Gibson to address the Commission regarding the police clerk position in the Police Department going from part time to full time. Chief Gibson introduced City Administrator Adam Smee, who was welcomed by the Commission. Chief Gibson indicated the police clerk is not a vacant position, it is a full-time employee being spread over two positions. Chief Gibson asked the Commission for a Waiver on the position based on the fact it is a part-time employee going to full time and it is a civilian employee.

Chairman Rosson asked if there was a job description for the position. The job description provided was a description of what the police clerk is currently doing and was written after the clerk took the part-time position. Chairman Rosson indicated this was actually a new position and needed to be under Civil Service. Administrator Smee gave some background on the situation. In October 2012 the part-time police clerk resigned. At that time the City had a laid-off teamster employee and did not feel it could hire someone else when a current employee was on reduced hours.

Chairman Rosson confirmed the desire was to post the job just to City workers and felt that could be done. However, to do that there had to be some sort of formal hiring procedure. What caught Chairman Rosson's eye was the comment by the attorney that if Civil Service was circumvented there was the risk a grievance could be filed. Chairman Rosson asked why the City did not want to post the position. Administrator Smee indicated he had conferred with the City Attorney because of

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concern with two issues: (1) a grievance from the Guild; (2) a teamster employee had expressed interest in the position. If someone else were hired, a grievance could be filed based on seniority.

Commissioner Mathison pointed out the Chief's 12/5 memo to Chairman Rosson, that it was important the police clerk have a working knowledge of various City functions and municipal code. That puts the vacancy in a unique position that would be unchallengeable by someone from the outside. Chairman Rosson agreed this is a unique situation, but his concern was with the Fairness Doctrine. Would a citizen sitting in the audience consider the action taken by the Civil Service Commission as fair.

Administrator Smee indicated the Council has authorized a full-time position for the Finance Department as well as a full time police clerk. Last August the City hired a part time Finance employee who will become full time in January. There would be no opportunity for Krystall to return to the Finance Department full time without dismissing someone. Administrator Smee asked, if the issue is not with publishing a posting (because a new position is not being created, the City is taking a part-time position that is currently not under Civil Service and moving it to a full time and it now qualifies under Civil Service), how will applicants be tested when there is only one person. Chairman Rosson indicated that was not the point, the issue is fairness. If the City has announced the job to City employees and no one else expresses interest, the one applicant gets to be interviewed by the Chief and Mayor. As long as the job is posted and testing done (whether it is a written test or oral interview), if there is only one applicant, that person gets it by default. The job description has to come before the Civil Service Commission so it can be approved as well as the posting. After the 14 day posting period, the qualified applicants are tested, and the selection is made. The Commission has a rule of three. The Chief can select anyone from the top three candidates. If these steps were followed the process would meet Civil Service requirements.

The Commission was asked if there is opportunity for the current part-time employee to work 40 hours per week after the first of the year. Chairman Rosson indicated that was up to the Department, a temporary appointment can be made. Chairman Rosson provided a scenario of an employee hired as a part time police clerk and then the position was approved to full time. Later on it was decided additional help was needed so another part-time employee was hired. If work continued to increase and the part-time employee was approved to full time, then Civil Service would have been circumvented twice.

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Chief Gibson asked if the position had to be posted externally. Commissioner Mathison pointed out the current posting indicated it was a vacant position, which was not true. This is a part-time position going to full time. The beauty of having a position posted, if there is more than one applicant a list from which to hire from is created should something happen.

It was indicated the Commission would hold another meeting to review the job description. Chief Gibson was asked how soon he could have the job description prepared. Chairman Rosson indicated he was unavailable the remainder of the month. The Commission's January meeting could be moved from January 21 to January 7. It was pointed out if the Police Department had one more officer, the police clerk would not be under Civil Service. If an additional officer was hired, it was believed any clerk hired under Civil Service would likely be grandfathered and would continue to receive Civil Service protection. However, new employees hired after would not be under Civil Service.

The Commission would like to see the job description, either via email or at the next meeting, and would also review the job posting. It was agreed having an internal posting based on qualifications and interest in the position, now that it was going from part time to full time, would help the City plan future cross training based on that interest.

4. NEW BUSINESS

None.

5. CORRESPONDENCE

None.

6. OTHER

None.

7. NEXT MEETING

The next meeting of the Kalama Civil Service Commission is tentatively set for Tuesday, January 7, 2014 at 5:30 p.m.

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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