

I. Civil Service Commission Agenda

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AGENDA

GIG HARBOR CIVIL SERVICE COMMISSION Thursday, February 2, 2023, at 3:00 pm

CALL TO ORDER/ROLL CALL:

APPROVAL OF MINUTES:

Thursday, November 3, 2022

NEW BUSINESS:

Two items:

1. Elect Chairman
2. Entry Level Testing Process and Administration

OTHER BUSINESS:

ADJOURN:

**POLICE DEPARTMENT
MEETING OF THE GIG HARBOR CIVIL SERVICE COMMISSION
MINUTES – Thursday, November 11, 2022**

CALL TO ORDER: 3:03 PM, Charles Perry

PRESENT: Charles Perry, Chair; Tom Brown, Chief Kelly Busey, Shannon Costanti, Interim HR Director/Civil Service Secretary, Diane Bertram, HR Assistant

APPROVAL OF MINUTES:

- Motion to approve the August 11, 2022, Minutes (Perry/Brown)
A motion to approve the Civil Service Commission meeting minutes of the November 11, 2022, was made by Charles Perry, seconded by Tom Brown, and passed unanimously.

AGENDA ITEM:

1. **Certification of Sergeant's Promotional Roster**

Chief Busey discussed the Sergeant Assessment Testing process.

Once certified, the list is good for one year and the Civil Service Commission can make a motion to extend the existing list for an additional year or let it expire and create a new list. There are three names on the list. Under the Rule of Three the names are listed alphabetically.

After discussion, Charles Perry made the motion to Certify the Sergeant's Promotional roster. Tom Brown seconded the motion. The motion passed unanimously.

2. **Discussion on Entry-Level Testing**

Chief Busey advised there are four (4) new positions.

He discussed the importance of opening the hiring process to include entry level candidates. The Police Department would conduct the various testing components, i.e., written examination, physical agility, and oral interview. He further stated he would like to involve the Civil Service Commission in the process.

It was unanimously decided that this would be discussed further after the Budget process is completed.

OTHER BUSINESS:

There was no other business to be discussed at this time.

ADJOURNMENT: 3:10 PM/ (Perry/Brown)

Respectfully Submitted by,
Diane Bertram, HR Assistant

For: Shannon Costanti, Interim HR Director/Civil Service Secretary