

RECORD OF PROCEEDINGS  
BOARD OF CIVIL SERVICE COMMISSIONERS

Date: February 8, 2023

PRESENT: Commissioners Davis, Mellick, Washatka

The meeting of the Civil Service Commission of the City of Bellingham, Washington was called to order at 2:04 p.m.

(ALL SUPPORTING MATERIALS SUBMITTED TO THE COMMISSION FOR THIS MEETING ARE PART OF THE PERMANENT CIVIL SERVICE PACKET FOR THIS DATE ON FILE AND AVAILABLE FOR REFERENCE IN THE CITY OF BELLINGHAM'S HUMAN RESOURCES DEPARTMENT, 3<sup>RD</sup> FLOOR, FEDERAL BUILDING, 104 W. MAGNOLIA ST., BELLINGHAM, WASHINGTON.)

<b>2:04 PM</b>	<b><u>APPROVAL OF JANUARY MINUTES</u></b>  Approval of the minutes from the January 11, 2023, meeting.  IT WAS MOVED BY COMMISSIONER DAVIS TO ADOPT THE JANUARY 11, 2023, MINUTES; SECONDED BY COMMISSIONER MELICK. MOTION CARRIED.
<b>2:05 PM</b>	<b><u>REQUEST FOR EXTENSION OF PROBATIONARY PERIOD</u></b>  <u>Ameleah Sullivan</u> , Human Resources Services Manager, reported a request from the Police Department to extend the probationary period for Officer Anthony Ridlon one month, through March 11, 2023. Officer Ridlon was injured and his probation extended until January 10, 2023. In November 2022, he sustained a second injury, resulting in a 28 day medical leave, interrupting his probationary period again. He was on light duty for a total of 33 days, released to full duty as of January 6, 2023. The intent of the request was to ensure consistency within the department to make sure each probationer received the full 12 month evaluation period. There were no concerns with Officer Ridlon's performance.  ACTION REQUESTED: Per Civil Service Rule 11.1.B.3 – Extension of Probationary Period, we request the Commission extend Officer Ridlon's probationary period an additional one month, through March 11, 2023.  Please note: A typographical error was noted after the meeting. The memo refers to January 6, 2022. The correct date is January 6, 2023.  IT WAS MOVED BY COMMISSIONER MELICK TO EXTEND OFFICER RIDLON'S PROBATIONARY PERIOD AN ADDITIONAL ONE MONTH, THROUGH MARCH 11, 2023; SECONDED BY COMMISSIONER DAVIS. MOTION CARRIED.
<b>2:06 PM</b>	<b><u>REPORT ON ELIGIBILITY REGISTERS</u></b>  <u>Bethany Jensen</u> , Human Resources Generalist, reported the Human Resources Department received a request from the Finance Department to establish an eligibility register for the job description of Finance Representative.

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Experience and Training Requirements:

- Two years of financial services support experience including use of computerized financial accounting systems.
- Experience providing service to the public required.
- Ability to operate a 10-key calculator by touch preferred.
- Ability to type 45 wpm preferred.
- Completion of courses in bookkeeping and computerized record keeping software and systems including spreadsheets desirable.

Necessary Special Requirements: Employment contingent upon passing a criminal convictions and local background check.

The selection process consisted of:

- Minimum Qualifications: Applications were reviewed individually to determine whether candidates met the basic requirements of the position. A total of 23 applications were received; 14 of those met minimum qualifications. Nine applicants failed to meet minimum qualifications.
- Experience and Training Rating: An Experience and Training Rating was conducted of all 14 candidates that met minimum qualifications. This score was 40% of the total score.
- Oral Board Interviews: The top six scoring candidates from the Experience and Training Rating were invited to participate in the Oral Board Interviews. One candidate failed to schedule for the Oral Board Interview, two candidates voluntarily withdrew prior to their scheduled Oral Board Interview, and two candidates no showed for their Oral Board Interview. This score was 60% of the total score.

Action Reported: The Civil Service eligibility register for Finance Representative was established on January 27, 2023, for a period of six months. No protests were received.

Total Rank	Full Name
1	Aujla, Sahib

Marley Morgan, Human Resources Generalist, reported the Human Resources Department received a request from the Information Technology Department to establish an eligibility register for the classification of Television Production Assistant.

Experience and Training Requirements:

- Two years of relevant college level education in television production, video production/film, or related or equivalent years of experience.
- Two years of experience in video production at a television facility.
- Experience or education in television station traffic is preferred.
- Experience in television station operations in a government access, education access, or community access setting preferred.
- An equivalent combination of experience and training that provides the applicant with knowledge and skills to perform the job will be considered.

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Necessary Special Requirements:

- Employment contingent on passing a criminal background check.
- Valid Washington State driver's license and good driving record. Must provide a three-year driving abstract prior to hire.
- Willingness and ability to work flexible hours including evenings and weekends.

The selection process consisted of:

- Minimum Qualifications: Applications were reviewed individually to determine whether candidates met the basic requirements of the position. A total of 30 applications were received; 16 of those met minimum qualifications; 13 applicants failed to meet minimum qualifications and one application was incomplete or failed to provide sufficient information to evaluate qualifications.
- Application Review: An Application Review was conducted for all 16 applicants that met minimum qualifications. Applicants must have a passing score of 60% or higher to be placed on the eligibility register. Nine applicants scored lower than 60%; seven applicants scored a 60% or higher and were placed on the eligibility register. Applicants that scored a one, as meets minimum qualifications but not competitive for the position. Applicants that scored a three were moved forward to the next evaluation step. This score was 100% of the total score.

Action Reported: The Civil Service eligibility register for Television Production Assistant was established on December 5, 2022, for a period of six months. No protests were received.

Total Rank	Full Name
1	Parada, Nicklaus
2	Grossberg, Adam
2	Shelton, Paul
4	Lang, Lauren
5	Sava, Radu
6	Corey, Brian
7	Mailloux, Tyler

Bethany Jensen, Human Resources Generalist, reported the Human Resources Department received a request from the Police Department to establish an eligibility register for the classification of Community Service Officer I/II.

Experience and Training Requirements:

- Community Service Officer I
  - Must be 18 years old.
  - High School diploma or GED equivalent.
  - Two years of customer service experience preferred.
- Community Service Officer II
  - Must be 18 years old.
  - High School Diploma or equivalent.

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- Two years' experience as a Community Service Officer (CSO) I at the City of Bellingham or equivalent position with another department, OR
- Two years' experience as a commissioned law enforcement officer or in a limited commission enforcement position including responsibility for investigation and report writing, OR
- Associate Degree in criminal justice from an accredited college or university and two years of work experience including substantial public contact related to public safety.

**Necessary Special Requirements:**

- Employment contingent upon passing a criminal convictions check, background investigation, polygraph examination and fingerprinting. Subject to re-check every five years.
- Must be able to obtain certification as a Level I ACCESS operator within six months of hire.
- Must be willing to work various shifts depending upon the needs of the Police Department, including evenings, weekends and holidays.
- Valid Washington State driver's license and good driving record. Must submit a three-year driving abstract prior to hire.

**The selection process consisted of:**

- **Minimum Qualifications:** Applications were reviewed individually to determine whether candidates met the basic requirements of the position. A total of 31 applications were received; 28 of those met minimum qualifications. Three applications were incomplete or failed to provide sufficient information to evaluate qualifications.
- **Experience and Training Rating:** An Experience and Training Rating was conducted of all 28 candidates that met minimum qualifications. This score was 40% of the total score.
- **Oral Board Interviews:** The top 12 scoring candidates from the Experience and Training Rating were invited to participate in the Oral Board Interviews. One candidate failed to schedule for the Oral Board Interview. This score was 60% of the total score. Candidates must have a passing score of 60% or higher to be placed on the eligibility register. Three candidates did not meet this requirement.

**Action Reported:** The Civil Service eligibility register for Community Service Officer I/II was established on January 17, 2023, for a period of six months. No protests were received.

Total Rank	Full Name
1	Starkovich, David
2	Thomas, Michelle
2	Powers, Karen
4	Meno, Daniel
5	Zaccaria, Joseph
6	Andrews, Jen

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		7	Roble, Connor	
		8	Edgar, Danielle	
	<p><u>Bethany Jensen</u>, Human Resources Generalist, reported the Human Resources Department received a request from the Police Department to establish an eligibility register for the classification of Police Support Services Specialist.</p> <p>Experience and Training Requirements:</p> <ul style="list-style-type: none"><li>• Minimum of three years of progressively responsible clerical experience including data entry, word processing, and reception.</li><li>• Technical training or college level education in criminal justice, paralegal, records management, or business administration may be substituted for up to two years of experience.</li><li>• Typing at 45 WPM net required.</li><li>• Preferred: Experience in law and justice.</li></ul> <p>Necessary Special Requirements:</p> <ul style="list-style-type: none"><li>• Employment contingent upon passing a criminal convictions check, local background check and police security clearance including polygraph examination and fingerprinting. Subject to re-check every five years.</li><li>• Must be able to obtain certification as a Level II ACCESS operator within six months of hire.</li><li>• Must be willing to sign confidentiality statements and waivers attesting to their knowledge of potential criminal arrest and prosecution issues related to any alleged misuse or lack of performance in conjunction with duties connected to national security and database administration.</li><li>• May be required to work overtime and/or rotating shifts, including weekends and holidays as assigned.</li><li>• May require a valid Washington State driver's license and good driving record depending upon position. Must submit a three-year driving abstract prior to hire.</li></ul> <p>The selection process consisted of:</p> <ul style="list-style-type: none"><li>• Minimum Qualifications: Applications were reviewed individually to determine whether candidates met the basic requirements of the position. A total of 40 applications were received; 19 of those met minimum qualifications; 17 applicants failed to meet minimum qualifications and four applications were incomplete or failed to provide sufficient information to evaluate qualifications.</li><li>• Oral Board Interviews: All candidates that met the minimum qualifications were invited to participate in the Oral Board Interviews. This score was 100% of the total score. Four candidates failed to schedule for the Oral Board Interviews, three candidates voluntarily withdrew, and one candidate no showed. Candidates must have a passing score of 60% or higher to be placed on the eligibility register. One candidate did not meet this requirement.</li></ul> <p>Action Reported: The Civil Service eligibility register for Police Support Services Specialist was established on January 12, 2023, for a period of six months. No protests were received.</p>			

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Total Rank	Full Name
1	Kidder, Mary
2	Moulaison, Christian
2	Terry, Lee
4	Baldwin, Carolyn
5	Budhwani, Muneerah
6	Tobin, Shannon
7	Hassler, Julia
8	Gallardo, Brittany
9	Call, Melissa
10	Alexander, Leigh

Aly McEwen, Human Resources Analyst, reported the Human Resources Department received a request from the Public Works Department to establish an eligibility register for the classification of Sanitation Technician I/II.

**Experience and Training Requirements:**

- Two years of experience working with the public in problem resolution or enforcement activities required, AND
- Willingness and ability to perform manual and semi-skilled labor in the field including litter and moderate to high-risk waste cleanup.
- Intermediate computer skills including word processing, email and data entry is required.
- Must demonstrate and maintain proficiency in the safe and efficient use of specialized equipment such as a woodchipper and handheld devices used for citation issuing and reporting.
- Associate degree or two years of coursework in communications, environmental studies, social services or similar field may be substituted for two years of experience working with the public in problem resolution or enforcement activities.
- Moderate to high-risk waste materials handling experience preferred.
- Experience with special needs populations or social services preferred.
- Experience in code enforcement preferred.

**Necessary Special Requirements:**

- Valid Washington State driver's license and clean driving record. Candidates must submit a three-year driving abstract prior to hire; with biennial submission of driving abstract to department, to be forwarded to Human Resources (Policy ADM 10.03.02.4).
- Must be able to report to Operations Division for emergency/call out and to serve on standby in accordance with bargaining unit agreement if required.
- Certified Erosion and Sediment Control Lead (CESCL) certification within one year of hire.

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- Ability to obtain and maintain a valid first aid/CPR card within three months of employment.
- Ability to obtain and maintain a valid Flagging/Traffic Control Card within six months of employment.
- Must successfully complete and possess the Hazardous Waste Operations and Emergency Response (HAZWOPER) certification within one year of hire.
- Employment contingent upon passing a criminal convictions records check, local background check, and fingerprinting. Subject to re-check every five years.
- Must qualify for a limited commission.

**Sanitation Technician II**

In addition to the experience and training requirements listed above:

- Sanitation Technician II must possess and maintain a Commercial Driver's License (Class A CDL) with air brake endorsement throughout term of employment (CSC 7-11-90).
- Must pass CDL-related drug and alcohol testing throughout the term of employment.

The selection process consisted of:

- **Minimum Qualifications:** Applications were reviewed individually to determine whether candidates met the basic requirements of the position. A total of 78 applications were received; 43 of those met minimum qualifications. Thirty-four applicants failed to meet minimum qualifications and one application was incomplete or failed to provide sufficient information to evaluate qualifications.
- **Oral Board Interviews:** All candidates who met minimum qualifications were invited to participate in the Oral Board Interviews. Six candidates failed to schedule for the Oral Board Interview, two candidates voluntarily withdrew prior to their scheduled Oral Board Interview, and three candidates did not show for their scheduled time. Applicants were required to achieve a passing score of 60% or higher from the Oral Board to be placed on the eligibility register. Twenty-three candidates failed to obtain the required passing score. This score was 100% of the total score.

**Action Reported:** The Civil Service eligibility register for Sanitation Technician I/II was established on January 19, 2023, for a period of four months. No protests were received.

Total Rank	Full Name
1	O'Tool, Patrick
2	Vincent, Richard
2	Fuentes-Vargas, Jaime
4	Torres, Rafael
5	Kintzele, Keara
6	Daniels, Dane
7	Warner, Edward

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	8	Hamilton, William
	9	Haugen, Jana

Lateral Police Officer Eligibility Register

Total Rank	Full Name
1	Assink, Kevin
2	Segault, Matthew
3	O'Neill, Erin
4	Potts, Waylon

Police Officer Recruit Eligibility Register

Total Rank	Full Name
1	Livingston, Colbey
2	Sonnenschein, Micah
3	Thomas, Jordan
4	Jones, Jeremy
5	Moots, Matthew
6	Ramistella, Dylan
7	Williams, Jonathan
8	Engebo, Leif
9	Dunn, Connor
10	Mckee, Justin
11	Casillas, Christopher
12	Geroy, Alvin
13	Zhang, Alexander
14	Herrera, Avery
15	Savalza, Daniel
16	Krause, Anthony
17	Tomson, Bradley
18	Wood, Ryan
19	Armstrong, Zachary
20	Galarza, Guy
21	Goddard, Matthew
22	Aboulfadl, Matthew
23	Sturtz, Candice
24	Wilson, Samuel
25	Darby-Lewis, Jaidan
26	Mahoney, Jerrod



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	<p>Prior to the meeting, an error was found in the memo and has been corrected in the minutes.</p>																																
2:07 PM	<p><b><u>APPOINTMENTS</u></b></p> <p style="text-align: center;"><b>ABSOLUTE</b></p> <table><tr><th>NAME</th><th>POSITION</th><th>DEPARTMENT</th><th>DATE OF ABSOLUTE</th></tr><tr><td>Caleb Savage</td><td>Senior Construction Inspector</td><td>Public Works</td><td>02/01/23</td></tr><tr><td>Brady Carpenter</td><td>Traffic Worker IV</td><td>Public Works</td><td>01/16/22</td></tr><tr><td>Yo-Hann Misquitta</td><td>Plant Operator IV</td><td>Public Works</td><td>01/16/22</td></tr></table> <p style="text-align: center;"><b>PROBATION</b></p> <table><tr><th>NAME</th><th>POSITION</th><th>DEPARTMENT</th><th>DATE OF HIRE</th></tr><tr><td>Collin Fridlund</td><td>Police Officer – Recruit</td><td>Police</td><td>01/01/23</td></tr><tr><td>Leslie Lamb</td><td>Building Inspector I</td><td>Planning</td><td>01/01/23</td></tr><tr><td>Jessica Maurer</td><td>What-Comm Dispatcher-in-Training</td><td>Police</td><td>01/01/23</td></tr></table>	NAME	POSITION	DEPARTMENT	DATE OF ABSOLUTE	Caleb Savage	Senior Construction Inspector	Public Works	02/01/23	Brady Carpenter	Traffic Worker IV	Public Works	01/16/22	Yo-Hann Misquitta	Plant Operator IV	Public Works	01/16/22	NAME	POSITION	DEPARTMENT	DATE OF HIRE	Collin Fridlund	Police Officer – Recruit	Police	01/01/23	Leslie Lamb	Building Inspector I	Planning	01/01/23	Jessica Maurer	What-Comm Dispatcher-in-Training	Police	01/01/23
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2:07 PM	<p><b><u>MOTION TO STAY APPEAL FILED BY NATHANIEL RYLAARSDAM</u></b></p> <p><u>Elizabeth Monahan</u>, Human Resources Director, stated Mr. Rylaarsdam was a Firefighter who was separated from employment. He filed a timely grievance, in accordance with the City’s contract with IAFF Local 106, Bellingham Firefighters. In the contract, it states when an employee files both a Civil Service appeal and a grievance, the Civil Service appeal is tolled, including the preliminary scheduling hearing, until the grievance process goes to the arbitration step. If the grievance proceeds to arbitration, the Civil Service appeal is withdrawn.</p> <p><u>Matthew Stamps</u>, Commission Legal Advisor, stated his conclusion that it was appropriate to have a motion made which confirms the appeal has been stayed.</p> <p>COMMISSIONER DAVIS MOVED TO STAY MR. RYLAARSDAM CIVIL SERVICE APPEAL WHILE HIS GRIEVANCE IS BEING PROCESSED THROUGH THE COLLECTIVE BARGAINING AGREEMENT; COMMISSIONER MELICK SECONDED. MOTION CARRIED.</p>																																

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ADJOURN

As there was no further regular business to come before the Commission, the regular meeting was adjourned at 2:09 p.m.

\_\_\_\_\_  
Kathy Washatka, Chairperson

ATTEST:

\_\_\_\_\_  
Karen Rollo,  
Recording Secretary