

KIRKLAND CIVIL SERVICE COMMISSION

Meeting Minutes

January 14, 2020

Present

Chairperson Nelson
Commissioner Coonan (via phone)
Commissioner Ramerman (via phone)
Chief Harris
Secretary/Examiner Friang

The meeting was called to order at 4:00pm by Chairperson Nelson.

Chairperson Nelson proposed to add Agenda item 0 – Election of the Commission Chair. This being the first meeting of the year a new Commission Chair would need to be elected. Commissioner Coonan nominated Mark Nelson to the Commission Chair. Commissioner Ramerman seconded the motion, which passed. Mark Nelson was elected Chairperson for 2020.

Chairperson Nelson requested to amend the Agenda by moving item 3 Request to Appoint New Civil Service Secretary/Examiner to item 1.

Chairperson Nelson stated that memo from the Human Resources Director to appoint Shawn Friang as the new Civil Service Secretary/Chief Examiner did not provide documentation or support to comply with the KMC 3.54.020 to address the competitive process for appointment.

KMC 3.54.020 – Organization of commission- Secretary – Powers and duties

The secretary and chief examiner shall be appointed as a result of competitive examination, which examination may be either original and open to all properly qualified citizens of the city, or promotional and limited to persons already in the service of the appropriate department or of the department and other departments of said city, town or municipality, as the commission may decide.

The Human Resources Director, Chris Thomas, joined the meeting to inform the commission that the duties of the Secretary/Examiner were moved to the Human Resources (HR) Manager, a new position in the departmental reorganization, when the then current Secretary/Examiner, Rod Lank, gave his retirement notification. The duties were added to the HR Manager position and there was a hiring process with an interview and Shawn Friang was promoted into the HR Manager position.

No comments were made by Commissioner Coonan. Commissioner Ramerman thanked Chris Thomas for joining the meeting and providing clarification on the process.

Commissioner Coonan made a motion to appoint Shawn Friang as Civil Service Secretary/Chief Examiner.

The motion was seconded by Chairperson Nelson, which passed.

Next Chairperson Nelson made a motion to approve the minutes of October 18, 2019. Commissioner Rammerman seconded the motion, which was passed.

Next Commissioner Coonan moved to approve the minutes of November 19, 2019. Chairperson Nelson seconded the motion, which was passed.

The Commission had received a notification from the Chief Harris that she was reclassifying the Police Captain positions to Deputy Chief and deem them to be in the unclassified service and exempt from civil service. The Chief shared that this change was a recommendation that came out the Police Strategic Plan and alignment of Deputy Chief better addressed who was in charge when the Police Chief was out. Retention of staff in this position was also a consideration.

RCW 41.12.050 Person included – Restricted exemptions – Competitive examinations – Transfers, discharges and reinstatements.

(2) (b) if the police chief is exempt, the classified civil service includes all full paid employees of the department of the city, town, or municipality, except the police chief and an additional number of positions, designated the unclassified service, determined as follows:

<i>Department Personnel</i>	<i>Unclassified Position Appointments</i>
<i>6 through 10</i>	<i>2</i>
<i>11 through 20</i>	<i>3</i>
<i>21 through 50</i>	<i>4</i>
<i>51 through 100</i>	<i>5</i>
<i>101 through 250</i>	<i>6</i>
<i>251 through 500</i>	<i>8</i>
<i>501 and over</i>	<i>10</i>

(3) The unclassified position appointments authorized by subsection (2)(b) of this section may only include selections from the following positions up to the limit of the number of positions authorized: Assistant chief, deputy chief, bureau commander, and administrative assistant or administrative secretary. The initial selection of specific positions to be in the unclassified service and exempt from civil service shall be made by the police chief who shall notify the civil service commission of his or her selection. Subsequent changes in the designation of which positions are in the unclassified service may be made only with the concurrence of the police chief, the mayor or the city administrator, and the civil service commission, and then only after the civil service commission has heard the issue in an open meeting. If a position initially selected by the police chief to be in the

The Chief stated that the appointment for this position of Deputy Chief would provide a process similar to other appointments.

Chairperson Nelson stated that there would need to be a conversation if an employee was then returned to an unappointed position and what that process would look like.

Commissioner Ramerman stated that she approved of this recommendation but had come questions with the RCW. Commissioner Ramerman inquired as to how many unclassified positions that Kirkland currently has. The Chief replied four. Commissioner Ramerman asked if this appointment would be considered to be an initial or subsequent selection. The Chief stated

it was the initial selection. Commissioner Coonan also stated that he felt it was the initial selection. Commissioner Ramerman said she was OK if the minutes read and the Commission received notification.

Commissioner Coonan asked if the 107 officers were commissioned officers. The Chief answered yes there are 107 commissioned officers, a total of 158 employees in the Police Department. The Animal Control Officer is a limited commission.

There being no further business before the Commission the meeting was adjourned at 4:35pm.

Shawn Friang
Secretary/Examiner
Kirkland Civil Service Commission