

# KIRKLAND CIVIL SERVICE COMMISSION

## Meeting Minutes

September 14, 2021

Present (Via Zoom)

Chairperson Mark Nelson  
Commissioner Dianne Ramerman  
Secretary Angela Southworth  
Deputy Police Chief Todd Aksdal  
Deputy Fire Chief Dave Van Valkenburg

Chairperson Nelson opened the meeting at 4:10 pm.

Chairperson Nelson did a roll call of the Commission. Chairperson Mark Nelson and Commissioner Dianne Ramerman confirmed as present.

The first item on the agenda is the approval of the minutes from the August 10th meeting. Chairperson Nelson asked Commissioner Dianne Ramerman if they were looking at the same meeting minutes due to back and forth revisions. Commissioner Ramerman confirmed they were looking at the same minutes and seconded the motion to approve the minutes from the August 10<sup>th</sup> meeting. Motion carried.

The second agenda item was to approve the Police Lieutenant Promotional Exam. Deputy Police Chief Todd Aksdal stated the Police Department is requesting authorization for running a process for the position of Lieutenant. They currently do not have any vacancies but have an upcoming retirement after the first of the year and need to establish a list for when that vacancy occurs. The assessment process would consist of a of both a work rating process which would be 35% of the candidates score and then also an assessment process which accounts for the additional 65% of the score.

The work rating process is a facilitated round table discussion where the candidates past two years of evaluations are evaluated and scored by Department Command Staff. There are two different assessment formats they would like to consider depending on the pool of candidates. The first one is called a Command Skills Ability Promotional test. That is a four-exercise test where candidates go through command level scenarios to test their skills and abilities at the level of Lieutenant. They can include but are not limited to, a presentation of expectations, an in basket or on demand writing exercise, practical scenarios and case studies where they write memos on case studies they are presented with. The maximum number of candidates for that process is four and the reason for that is there is a single group of assessors that evaluate those

candidates on those four exercises. They run the exercises back to back with the assessors and spend approximately two hours per candidate. Deputy Chief Aksdal anticipates they will have a smaller pool of candidates this time around at four or less which will let them take advantage of that format.

If Police has more than four candidates, then they would use their existing format which has been used in prior processes, which is the full assessment center. With that they go through similar scenarios consisting of a formal interview, a coaching and counseling session, an oral presentation and then preparation and presentation on relevant topics to Police Lieutenant. The reason they can accommodate more candidates is that they have a group of assessors for each exercise, so the candidates are moving around through the exercises and you have multiple going on at one time.

Regardless of what process is chosen it would be done by Public Safety Testing who have done the Police testing for the last ten years. Commissioner Ramerman asked Deputy Chief Aksdal about the Command Skills Ability or the Full Assessment Center testing, if one was more optimal than the other. Deputy Chief Aksdal, does not have firsthand experience of the of Command Skills Ability, but thinks a benefit this form of testing, is that none of the Police Department employees have gone through the process before, whereas Police have had multiple candidates go through the assessment center process before. It creates a level playing field and much less resource intensive to put on for a smaller pool of candidates. But they both put out the same knowledge, skills and abilities that Police is looking for in a successful Lieutenant.

Chairperson Nelson had a question asking Deputy Chief Aksdal if he was a candidate would he prefer one approach over the other? Deputy Chief Aksdal said that he would not, he thinks the exercises are similar in what they are getting at, but personally as a candidate likes the idea of going through the exercises and getting things done with the Command Skills Ability, instead of having the down time with the assessment center process. Chairperson Nelson asked a follow-up question, is the reason the for four candidates or fewer because of what you can get done in one day? Deputy Chief Aksdal, responded "yes it does." Chairperson Nelson expressed he was curious at some point to know if one system worked better than the other and enhances the process.

Chairperson Nelson put forth a motion to authorize the Police Department to conduct the promotional assessment of Lieutenant. Commissioner Ramerman seconded the motion. Motion carried.

Meeting Adjourned at 4:18 p.m.

*Angela Southworth*

Angela Southworth  
Secretary/Examiner  
Kirkland Civil Service Commission