



Civil Service Commission Agenda

Commissioners: Chair Jeff Piecewicz, Pauline Thomas, Callius Zaratkiewicz

Regularly Scheduled Meeting
April 24, 2019
5:30 p.m.
Council Chambers West

<u>Item</u>	<u>Description</u>	<u>Action</u>	<u>Speaker</u>	<u>Time</u>
1.	Call to order		Chair Piecewicz	1
2.	Roll Call		Chair Piecewicz	1
3.	Changes to the Agenda		Chair Piecewicz	1
4.	Approval of the Minutes from the March 27, 2019 regularly scheduled meeting.	YES	Chair Piecewicz	1
5.	Consent Items to Accept	YES	Chair Piecewicz	1
	A. Memo dated March 18, 2019 from Chief Padilla accepting the resignation of Entry Level Corrections Officer Bradley Zuercher effective February 22, 2019.			
	B. Letter dated March 27, 2019 from Chief Padilla to Nicholas Lontz congratulating him on being hired as a Probationary Parking Enforcement Assistant effective April 16, 2019.			
	C. Memo from Chief Examiner Winecka summarizing eligibility list removals through April 18, 2019.			
6.	Items to Approve	YES	Chair Piecewicz	1
	A. Continuous Testing Eligibility list for Lateral/Experienced Police Officer that was established on March 25, 2019.			
	B. Continuous Testing Eligibility list for Entry Level Police Officer that was established on April 7, 2019.			

Unless otherwise noted, the Civil Service Commission meets at 5:30 p.m. the 4th Wednesday of each month at City Hall, Council Chamber West, 220 West Gowe St., Kent, WA 98032.

For additional information please contact Natalie Winecka at 253-856-5282.

Any person requiring a disability accommodation should contact the City Clerk's Office at 253-856-5725 in advance. For TDD relay service call Washington Telecommunications Relay Service at 7-1-1.



7. Action Items YES Chair Piecewicz 1

A. Memo dated April 1, 2019 from Chief Padilla requesting permission to test for the position of Records Specialist and that the following process and weights be applied:

Written Exam:	30% (70% passing score required)
Computer Skills:	Pass/Fail
Oral Board:	70% (70% passing score required)
Background/Polygraph:	Pass/Fail

If there isn't a sufficient applicant pool, the position will open to the public and it is requested that the top 20 from the written exam and computer skills assessment move on to the oral board.

8. For the Good of the Order Chair Piecewicz 1

9. Adjournment YES Chair Piecewicz 1

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For additional information please contact Natalie Winecka at 253-856-5282.

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Approval Pending

Date: March 27, 2019
Time: 5:30 p.m.
Place: Council Chambers West
Attending: Jeff Piecewicz- Chair; Pauline Thomas- Commissioner; Callius Zaratkiewicz, Commissioner; Natalie Winecka, Secretary/Chief Examiner

Agenda:

1. Call to Order

Chair Piecewicz called the meeting to order at 5:32 PM

2. Roll Call

3. Changes to the Agenda

Chief Examiner Winecka noted that she had a memo to add to 'Items to Accept'.

4. Approval of the Minutes

Chair Piecewicz made a motion to approve the minutes from the February 27, 2019 Civil Service Commission meeting. Motion was seconded by Commissioner Zaratkiewicz; motion passed 2-0.

5. Consent Items to Accept

- A. Memo dated March 1, 2019 from Chief Padilla to Ofr. Daniel Brom notifying him that he successfully completed the probationary period and is appointed to regular employment status effective March 1, 2019.
- B. Memo from Chief Examiner Winecka summarizing eligibility list removals through March 21, 2019.
- C. Memo from Chief Examiner Winecka informing the Commission that the Code Enforcement Officer positions and a supporting Administrative Assistant II position are transferring from one city department to the Police department.

There being no questions, Commissioner Zaratkiewicz made a motion to accept consent items A-C. Chair Piecewicz seconded the motion; motion passed 2-0.



CITY OF KENT
HUMAN RESOURCES
400 West Gowe
Kent, WA 98032
Fax: 253-856-6270

PHONE: 253-856-5270

Memo

To: Civil Service Commissioners
From: Natalie Winecka, Secretary/Chief Examiner
CC: Rafael Padilla, Chief of Police
Date: March 27, 2019
Re: Positions moving from Economic & Comm Development to Police

In an effort to streamline our code enforcement operations, the Code Enforcement Officer positions, as well as an Administrative Assistant II position, will be transferring from our Economic & Community Development department to our Police department effective April 1, 2019.

In making this move, these positions will now be covered under Civil Service. The incumbents in Code Enforcement Officer positions will be grandfathered into the classified service and the Police department will have a competitive process to fill the vacant Administrative Assistant II position.

Respectfully submitted,

Natalie Winecka
Secretary/Chief Examiner

Approval Pending

6. Items to Approve

- A. Continuous Testing Eligibility list for Entry Level Corrections Officer that was established on February 5, 2019.
- B. Continuous Testing Eligibility list for Entry Level Police Officer that was established on February 11, 2019.
- C. Continuous Testing Eligibility list for Entry Level Police Officer that was established on March 8, 2019.
- D. Continuous Testing Eligibility list for Lateral/Experienced Police Officer that was established on March 17, 2019.
- E. Continuous Testing Eligibility list for Entry Level Corrections Officer that was established on March 17, 2019.

Commissioner Zaratkiewicz made a motion to approve into record items A-E. Commissioner Thomas seconded the motion; motion passed 3-0.

7. Action Items

- A. Memo dated February 25, 2019 from Chief Padilla requesting permission to test for the position of Administrative Assistant II and that the following process and weights be applied:

Written Exam:	30% (70% passing score required)
Computer Skills:	Pass/Fail
Oral Board:	70% (70% passing score required)
Background/Polygraph:	Pass/Fail

If there isn't a sufficient applicant pool, the position will open to the public and it is requested that the top 20 from the written exam and computer skills assessment move on to the oral board.

Commissioner Thomas made the following motion: "I make a motion to approve the request to test for the position of Administrative Assistant II with the process and weights as listed." Chair Piecewicz seconded the motion; motion passed 3-0.

- B. Memo dated February 27, 2019 from Chief Padilla requesting to test for the position of Support Services Manager and that the following process and weights be applied:

Written Exam:	30% (70% passing score required)
Oral Board:	70% (70% passing score required)

Approval Pending

Background/Polygraph: Pass/Fail

If there isn't a sufficient applicant pool, the position will open to the public and it is requested that the top 20 from the written exam move on to the oral board.

Commissioner Thomas made the following motion: "I make a motion to approve the request to test for the position of Support Services Manager with the process and weights as listed." Commissioner Zaratkiewicz seconded the motion; motion passed 3-0.

- C. Memo dated March 19, 2019 from Chief Padilla requesting to test for the position of Parking Enforcement Assistant and that the following process and weights be applied:

Written Exam: 30% (70% passing score required)
Oral Board: 70% (70% passing score required)
Background/Polygraph: Pass/Fail

If there isn't a sufficient applicant pool, the position will open to the public and it is requested that the top 20 from the written exam move on to the oral board.

Commissioner Thomas made the following motion: "I make a motion to approve the request to test for the position of Parking Enforcement Assistant with the process and weights as listed." Chair Piecewicz seconded the motion; motion passed 3-0.

8. For the Good of the Order

Nothing further.

9. Adjournment

Chair Piecewicz made a motion to adjourn. Chair Piecewicz seconded the motion; motion passed 3-0. Meeting was adjourned at 5:40 PM.

Natalie Winecka
Civil Service Chief Examiner

March 27, 2019




POLICE DEPARTMENT
Rafael Padilla, Chief of Police
220 Fourth Ave S
Kent, WA 98032
253-856-5888

RECEIVED

APR 17 2019

**Human Resources
City of Kent**

Memorandum

DATE: March 18, 2019
TO: Civil Service Commission
FROM: Rafael Padilla, Chief of Police 
RE: Notice of Resignation, Rule 13.02

I have accepted Entry Level Correction's Officer Bradley Zuercher's resignation from the Kent Police Department as of February 22, 2019.

We wish him well in his future endeavors.



POLICE ADMINISTRATION

Rafael R. Padilla
Chief of Police
220 4th Avenue South
Kent, WA 98032
Fax: 253-856-6802

March 27, 2019

PHONE: 253-856-5800

Mr. Nicholas Lontz



Re: Employment Offer

Dear Mr. Lontz,

Congratulations on being hired as a Probationary Parking Enforcement Assistant for the Kent Police Department. We are looking forward to working with you and know that you will have a great deal to offer the Department and the City of Kent.

This letter is to confirm our recent offer of employment. Your employment with the City will be effective Tuesday, April 16, 2019. Upon receipt of this letter, please call Traffic Sergeant Jason Bishop at (253) 856-5877 for details on your duty assignment. You will be receiving an email from NeoGov with a link to activate your City of Kent Onboarding account. Please notify HR Recruitment at (253)856-5270 if you don't receive the link within three business days of the date of this letter. It is critical that you set up your account to review new employee information and complete all checklist tasks as assigned prior to your start date. We anticipate this process will take you approximately 15 minutes.

You have been scheduled for a new employee orientation on Tuesday, April 16, at 10:00 AM with the Benefits staff in Human Resources. Please bring document(s) required by government regulations for all new hires providing proof of your eligibility to work in the United States, which you will need to complete your I-9 form. A list of acceptable documents can be found on your Onboarding portal. Please report to the Hiring Unit at the Kent Police Department at 8:00 AM and contact Recruiting Officer Wayne Graff who will facilitate your first day including a 9:00 AM appointment with Multimedia to have your City access card photo taken.

Your starting base salary will be at AF 18, Step A, at \$3,801 per month. You will be placed on probationary status for one year from your date of hire. All other benefits will follow your union contract.

If the terms of this offer of employment are acceptable to you, please so indicate by signing on the acceptance line and returning one executed original to Recruiting Officer Wayne Graff at the address listed above.

Again, I look forward to having an individual of your qualifications as a member of the Kent Police Department.

Sincerely,

Eric Hemmen
Assistant Chief of Police / Patrol Division

Accepted,

Nicholas Lontz

cc: Civil Service Commission
Human Resources
Accreditation

KentWA.gov

Mayor Dana Ralph



Memo

To: Civil Service Commissioners
From: Natalie Winecka, Secretary/Chief Examiner
CC: Rafael Padilla, Chief of Police
Date: April 18, 2019
Re: Eligibility Removals through April 18, 2019

Please find below a detailed list of those candidates that have been removed from various eligibility lists through today's date of April 18, 2019:

Continuous Testing Eligibility List for Entry Level Police Officer dated March 18, 2019:

Name:	Reason:	Effective Date:
Thaddeus Caraway	Failure to Respond	April 3, 2019
John Welch	Failed Background	April 3, 2019
Michael Ramos	Failed Interview	April 7, 2019
Christopher Kuo	Failed Interview	April 7, 2019

Continuous Testing Eligibility List for Entry Level Police Officer dated April 7, 2019:

Name:	Reason:	Effective Date:
Sara Nader	Withdrew	April 17, 2019

Continuous Testing Eligibility List for Entry Level Corrections Officer dated March 17, 2019:

Name:	Reason:	Effective Date:
Jordan Shumate	Failure to Respond	April 18, 2019
Colin Mansfield	Failure to Respond	April 18, 2019

Continuous Testing Eligibility List for Entry Level Police Officer dated December 12, 2018:

Name:	Reason:	Effective Date:
Sid Skievaski	Failed Background	April 3, 2019
Daniel Bartolo	Withdrew- hired elsewhere	April 3, 2019
Kyle Pestka	Failed Background	April 17, 2019
Felecia Hardy	Withdrew- hired elsewhere	April 18, 2019

Continuous Testing Eligibility List for Lateral/Experienced Police Officer dated March 25, 2019:

Name:	Reason:	Effective Date:
Brian Hajdu	Failed Background	April 3, 2019
Bradley Kutzler	Failed Background	April 7, 2019
Ashley Talnagi	Failed Background	April 17, 2019
Robert Auderer	Failure to Respond	April 18, 2019



CIVIL SERVICE/RECRUITMENT DIVISION

Natalie Winecka
Civil Service Chief Examiner
400 West Gowe
Kent, WA 98032
Fax: 253-856-6270

OFFICE: 253-856-5282

CIVIL SERVICE COMMISSION

List established: March 25, 2019

TO: THE CIVIL SERVICE COMMISSION

The following names represent the **Continuous Testing Eligibility List** for the position of **Lateral/Experienced Police Officer** in the Kent Police Department:

Bradley Kutzler	(03/17/2019)	1
Ashley Talnagi	(03/17/2019)	2
Brian Hajdu	(03/17/2019)	3
Robert Auderer	(03/25/2019)	4

I hereby certify that this list was legally prepared and represents the relative rating of the names appearing thereon.

Natalie D. Winecka
Secretary & Chief Examiner

Jeff Piecewicz
Chair

Pauline Thomas
Commissioner

Callius Zaratkiewicz
Commissioner



CIVIL SERVICE/RECRUITMENT DIVISION

Natalie Winecka
Civil Service Chief Examiner
400 West Gowe
Kent, WA 98032
Fax: 253-856-6270

OFFICE: 253-856-5282

CIVIL SERVICE COMMISSION

List established: April 7, 2019

TO: THE CIVIL SERVICE COMMISSION

The following names represent the **Continuous Testing Eligibility List** for the position of **Entry Level Police Officer** in the Kent Police Department:

Kyle Bosshart	(04/07/2019)	1
Jacob Colbert	(02/11/2019)	2
Austin Jarrett	(03/08/2019)	3
Sara Nader	(02/11/2019)	4
Christopher Hamerly	(04/07/2019)	5
Jace Sloan	(02/11/2019)	6
Erin Koecke	(04/07/2019)	7
Frank Welle	(04/07/2019)	8
Clinton Fields	(04/07/2019)	9
Brandon Warner	(04/07/2019)	10
Miguel Barocio	(03/08/2019)	11
Nicholas Van Wie	(03/08/2019)	12
Daniel Bender	(02/11/2019)	13
Ramon Rodriguez	(02/11/2019)	14
Carlos Llaverias	(02/11/2019)	15
Samuel Togar	(04/07/2019)	16
Zachary Shaman	(02/11/2019)	17
Mario Pagulayan	(02/11/2019)	18
Macallum Burnett	(02/11/2019)	19
Oziel-Ivan Arjona	(02/11/2019)	20
Michael Chodykin	(02/11/2019)	21
Louis Herbert	(04/07/2019)	22
Jayde Brewer-Wiitanen	(04/07/2019)	23
Wesley Marks	(04/07/2019)	24
Eduardo Perez Macias	(02/11/2019)	25
Aaron Larson	(02/11/2019)	26
Charles Miller	(04/07/2019)	27
Keith McCune	(02/11/2019)	28
James Wildish	(02/11/2019)	29
Andrew Barber-Phillips	(04/07/2019)	30
Tanner Locke	(04/07/2019)	31
Doug Hicks	(02/11/2019)	32
Cody Hankins	(02/11/2019)	33
Lauren Cox	(02/11/2019)	34
Logan Crane	(02/11/2019)	35

Garrett Rayl	(04/07/2019)	36
Matthew Dellinger	(02/11/2019)	37
Jordan Penney	(02/11/2019)	38
Colten Van Vleet	(02/11/2019)	39
Gregory Stephens	(02/11/2019)	40
Joshua Connolly	(01/14/2019)	41
Jacob Johnson	(04/07/2019)	42
Ian Hicks	(02/11/2019)	43
Joshua Nelson	(02/11/2019)	44
Jacob Coffman	(04/07/2019)	45
Reilly McNulty	(03/08/2019)	46
Ryan Palmer	(02/11/2019)	47
Wade Brough	(02/11/2019)	48
Bradley Wallace	(04/07/2019)	49
Shane Ezell	(02/11/2019)	50
Jonathan Shoop	(03/08/2019)	51
Jacob Traufler	(02/11/2019)	52
Allison Pring	(02/11/2019)	53
Steven Schenck	(02/11/2019)	54
Ryan Bartlett	(04/07/2019)	55
Ki Lee	(02/11/2019)	56
Sean Pollom	(01/14/2019)	57
Beth Passarelli	(02/11/2019)	58
Steven Fajarillo	(01/14/2019)	59
Luis Paz	(02/11/2019)	60
Anthony Isernio	(03/08/2019)	61
Samuel Chapman	(02/11/2019)	62
Miles Kendrick	(03/08/2019)	63
David Self	(01/14/2019)	64
Jeffrey Blum	(01/14/2019)	65
Kenneth Richee-Banks	(02/11/2019)	66
Jordan Chatman	(01/14/2019)	67
Phi Pham	(04/07/2019)	68
Tanner Wing	(02/11/2019)	69
Jeremy Parent	(04/07/2019)	70
Arianna Webster	(01/14/2019)	71
Jeremy Voeller	(01/14/2019)	72
Kellan Hoff	(01/14/2019)	73
Sarah Cox	(04/07/2019)	74
Thomas Boghosian	(03/08/2019)	75
Jeriel Pena	(02/11/2019)	76
Neco Settimo	(01/14/2019)	77
Jhanzaib Rana	(01/14/2019)	78
Donald Hall	(01/14/2019)	79
Ian Campbell	(03/08/2019)	80
Macie Chapa	(02/11/2019)	81 (tie)
Chase Wiger	(01/14/2019)	81 (tie)
Maris Mastrorocco	(02/11/2019)	83
Andrew Keaton	(03/08/2019)	84
Joseph Browne	(02/11/2019)	85
Thomas Strother	(02/11/2019)	86

Jaylan Wilson	(03/08/2019)	87
David Gadd	(01/14/2019)	88
Jequez Smith	(01/14/2019)	89
Joshua Bronn	(02/11/2019)	90
Andrew Nava	(03/08/2019)	91
Bradley Wilber	(02/11/2019)	92
Seth Worthen	(04/07/2019)	93
Johnny Pegee, Jr.	(04/07/2019)	94
Douglas Barsuglia	(02/11/2019)	95
Dylan Bowles	(03/08/2019)	96
Daniel Schettler	(02/11/2019)	97
Blake Watts	(02/11/2019)	98
Darien Phuong	(03/08/2019)	99
Joe Carman	(04/07/2019)	100
Justin Branco	(02/11/2019)	101
Marcus Mineard	(01/14/2019)	102
Lucas Hite	(02/11/2019)	103
Sarah Knudsen	(02/11/2019)	104
Szymon Zimonski	(01/14/2019)	105
Alex Steiner	(04/07/2019)	106
Daniel Moerman	(02/11/2019)	107
Timothy Chafins	(03/08/2019)	108
Justin Whitlock	(01/14/2019)	109
Arthur Hyatt	(03/08/2019)	110
Jerron Smith	(02/11/2019)	111
Ivan Santiago	(04/07/2019)	112
Gregory Likhachev	(02/11/2019)	113
Mason Sevy	(04/07/2019)	114
Cole Lake	(01/14/2019)	115
Colin Mansfield	(01/14/2019)	116
Juan Calvillo	(03/08/2019)	117
Nicholas Patricelli	(02/11/2019)	118
Roarke Stone	(03/08/2019)	119
Dakota Meldrum	(02/11/2019)	120
Davine McGriff	(03/08/2019)	121
Dave Walton	(04/07/2019)	122
Martin Alcala	(04/07/2019)	123
Marquise Moses	(04/07/2019)	124
Joshua Guerrero	(01/14/2019)	125
Mardo Liwanag	(02/11/2019)	126
Alexander Murcia	(03/08/2019)	127
Tomas Nguyen	(01/14/2019)	128
Alexander Black	(01/14/2019)	129
Darryl Torgerson	(01/14/2019)	130
Shawn Furfey	(02/11/2019)	131
Travis Kretschman	(02/11/2019)	132
Babatunde Agbaje	(01/14/2019)	133
Brian Ferrer	(02/11/2019)	134
Riley McCarron	(03/08/2019)	135
Jerel Blanding	(02/11/2019)	136 (tie)
Wes Marshall	(02/11/2019)	136 (tie)

Ricardo Tucker	(01/14/2019)	138
Zachary Langford	(04/07/2019)	139
Jose Rodriguez	(04/07/2019)	140
Maxwell Edwards	(01/14/2019)	141

I hereby certify that this list was legally prepared and represents the relative rating of the names appearing thereon.

Natalie D. Winecka
Secretary & Chief Examiner

Jeff Piecewicz
Chair

Pauline Thomas
Commissioner

Callius Zaratkiewicz
Commissioner



POLICE ADMINISTRATION

Rafael Padilla
Chief of Police

220 Fourth Ave S
Kent, WA 98032-5895
Phone: 253-856-5800

Memo

DATE: April 1, 2019
TO: Civil Service Commission
FROM: Rafael Padilla, Chief of Police *RPA*
RE: Civil Service Rule 9.01, Request to test for Records Specialist

The Kent Police Department requests authorization to test for the position of Records Specialist.

The hiring process will consist of a written exam, computer skills test, background, and polygraph. The following weights would be applied:

Written:	30% (Score of 70% to pass)
Computer Skills Test:	Pass/Fail
Oral Board:	70% (Score of 70% to pass)
Background:	Pass/Fail
Polygraph:	Pass/Fail

If there is not a sufficient in-house applicant pool, the position will be open to the public and the department requests that up to the top 20 candidates from the written assessment and computer skills test move on to the oral board process.