

**City of Tacoma Civil Service Board  
MEETING MINUTES**

**Date and Time:** February 2, 2017 at 5:00 p.m.  
**Location:** Tacoma Municipal Building, Council Chambers  
**Chair:** Beckie Summers  
**Coordinator:** Wendy Hobson

**Call to Order:**

The Civil Service Board meeting was called to order in Council Chambers of the Tacoma Municipal Building at 5:00PM by Chair Summers. Board Members Sexton, Heller and Andrews were present.

**Approval of Minutes:**

Board Member Sexton motioned to approve the January 5, 2017 minutes as written. The motion was seconded by Board Member Heller.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MINUTES FOR JANUARY 5, 2017 WERE APPROVED AS WRITTEN.

**Civil Service Coordinator Report:**

Ms. Hobson advised that Board Member Hansen will not be present this evening.

Board Member Sexton motioned to excuse Board Member Hansen. The motion was seconded by Board Member Heller.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION WAS APPROVED TO EXCUSE BOARD MEMBER HANSEN.

**Human Resources Director's Report and Requests:**

Director St. Germain reported on two list extensions.

Board Member Sexton questioned the one year extension of the Wastewater Treatment Plant Operator and the required qualifications. He also questioned the number of Tacoma residents vs non-residents on the list. Board Member Heller added that there are not a lot of applicants that have the special certification for this position out there and the fact that there were five qualified candidates on the list was stellar. Board Member Sexton asked where the training and certification can be obtained. Director St. Germain will follow up with this information. Chair Summers requested that this information be sent to all of the Board Members.

Director St. Germain then introduced HR Analyst Rodney Croston to present Non-competitive Appointments for Jesse Bauer, Andrew Burkhard, Trentin Echegoyen, Robert Marty and Colten Wesen into the permanent classification of Line Electrician.

Board Member Sexton motioned to approve the appointments of Jesse Bauer, Andrew Burkhard, Trentin Echegoyen, Robert Marty and Colten Wesen. Board Member Heller seconded the motion.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION WAS APPROVED.

Mr. Croston then presented two additional Requests for Waiver of Competitive Exam for Keith Burdette and Steve Pietzke to permanently place them into the classification of IT Analyst.

Board Member Sexton motioned to approve the request. The motion was seconded by Board Member Heller.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION WAS APPROVED.

HR Analyst Teresa Dent presented a Waiver of Competitive Exam for Rebecca Solverson to permanently place her in the classification of Program Development Specialist.

Board Member Sexton motioned to approve the request. The motion was seconded by Board Member Heller.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION WAS APPROVED.

**Comments by the Board:**

Board Member Sexton stated the reports this evening were outstanding.

**Adjournment:**

Meeting adjourned at 5:21PM

**ATTEST:**



Wendy Hobson  
Civil Service Coordinator



Beckie Summers  
Chair