

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

Date and Time: May 4, 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 Hansen, Sexton, Heller and Andrews were present.

Approval of Minutes:

Board Member Sexton motioned to approve the February 23, 2017 minutes with corrections. The motion was seconded by Board Member Heller.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS. THE MINUTES FOR FEBRUARY 23, 2017 WERE APPROVED WITH CORRECTIONS.

Communication for Information: Civil Service Board Coordinator Wendy Hobson reported that the Appeal in the Matter of Benjamin Griffin has been withdrawn.

Chair Summers advised that being the matter has been settled, the Board's decision to stay this matter is now mute.

Human Resources Director's Report and Requests:

Director St. Germain reported on three list extensions and four lists that have been abolished.

Board Member Sexton questioned the qualifications for Bio-solids Distribution Operator and whether "some truck driving" meant CDL. Director St. Germain confirmed, yes that a CDL was needed. Board Sexton added that it seemed there were a lot of entry level positions that were not really entry level positions which required experience beyond just a high school diploma and questioned if there were opportunities in the City for people to gain experiences. Director St. Germain advised that she would look into classifications for minimum qualifications and capture those that don't require anything beyond a high school diploma and would report back to the Board.

Director St. Germain introduced HR Analyst Rodney Croston to present three requests for Waiver of Competitive Exam.

Mr. Croston requested a Waiver of Competitive Exam for Zach Zuhlsdorf, Systems Power Dispatcher.

Board Member Sexton motioned to approve the waiver for Mr. Zuhlsdorf. The motion was seconded by Board Member Heller.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS. THE MOTION PASSED.

Cullen Ritchie, Trainer spoke on behalf of Mr. Zuhlsdorf. Board Member Sexton shared his appreciation for the detailed report. Board Member Hanson asked what a Systems Power Dispatcher was. Mr. Ritchie shared that this position title is unique to Tacoma Power and that in the industry it is referred to as a System Operator. He further explained that the Systems Power Dispatcher operates power grid from the generation of power to the purchase of bulk energy from other utilities and the sale of bulk energy to other utilities all the way down to the transformers you see on the power poles.

Mr. Croston suggested the Board Members take a tour of the facilities

Mr. Croston then presented a request for Waiver of Competitive Exam for Rachel Hanson, Permit Specialist. Al Raymond, Manager of the Permit Resource Center for the City presented history of the position and spoke to Ms. Hanson's credentials.

Board Member Sexton motioned to approve the Waiver of Competitive for Ms. Hanson. The motion was seconded by Board Member Andrews.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS. THE MOTION PASSED.

Mr. Croston presented a request for Waiver of Competitive Exam for Peter Lyle, Firefighter Paramedic. Mike Newhouse, Medical Services Officer provided additional information in support of Mr. Lyle.

Board Member Sexton motioned to approve the Waiver of Competitive Exam for Mr. Lyle. The motion was seconded by Board Member Heller.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS. THE MOTION PASSED.

Comments by the Board:

Chair Summers advised there will be a study session at the June meeting to discuss agenda items and asked that the Board be prepared to stay later on that evening.

Adjournment:

Meeting adjourned at 5:30PM

ATTEST:



Wendy Hobson
Civil Service Coordinator



Beckie Summers
Chair