

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

**Date and Time:** January 4, 2018 at 5:00 PM  
**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, and Andrews were present.

**Approval of Minutes:**

Board Member Sexton motioned to approve the November 2, 2017 minutes. The motion was seconded by Board Member Andrews.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MINUTES FOR NOVEMBER 2, 2017 WERE APPROVED AS WRITTEN.

**Communication for Information:**

Coordinator Wendy Hobson advised that the appeal hearing in the matter of Gabriel Hernandez has been confirmed and will be held on February 1, 2018.

Ms. Hobson reminded Board Members that City Manager Elizabeth Pauli will be attending the study session this evening.

Ms. Hobson advised a letter received from Tulane Seville regarding his candidacy for Police Officer Recruit – Entry Level was included in their packets.

**Human Resources Director Report:**

Human Resources Manager Shelby Fritz reported on three list extensions and two list abolishments. Board Member Sexton questioned whether or not the City employed Electrical Inspectors, Plumbing Inspectors and Building Inspectors or do they just employ Building Inspectors. Ms. Fritz indicated she has seen Building Inspector but not the other two classifications in the short time she has been here but that she would check into this and get back to him.

Board Member Sexton asked for clarification on the remaining candidates on the list that were interviewed but did not meet requirements for the position.

Ms. Fritz advised a follow up memo from her regarding journey level positions was in the agenda packets this evening. Board Member Sexton stated he was never asking about what is a journey level position. He indicated that in his experience a journey level HVAC Mechanic would have a specialty electrical license. He further stated that everything has been addressed but this. Board Member Sexton stated his questions were pertaining to the special electrical license and that it always addressed everything but electrical license. He added that everything here has nothing to do with any license of any kind. Ms. Fritz asked what she could do to further answer this question. Board Member Sexton requested this person be located so he could talk with them and follow up that way.

Human Resources Analyst Audrey Hornbuckle presented a Waiver of Competitive Exam for Drew Randolph, Construction Manager and introduced Erik Johnson with Environmental Services to confirm Mr. Randolph's qualifications.

Board Member Sexton motioned to approve the Request for Waiver of Competitive Exam for Construction Manager, Drew Randolph. The motion was seconded by Board Member Hansen.

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

Chair Summers thanked Ms. Hornbuckle for including the letter of support from the union.

Human Resources Analyst Rodney Croston presented a Request for Waiver of Competitive Exam for Systems Power Dispatcher William Eisinger.

Board Member Sexton thanked Ms. Hornbuckle and Mr. Croston for the excellent reports this evening.

Board Member Sexton motioned to approve the Request for Waiver of Competitive Exam for William Eisinger, Systems Power Dispatcher. Board Member Hansen seconded the motion.

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

Meeting adjourned: 5:22PM

**ATTEST:**

  
Wendy Hobson  
Civil Service Coordinator

  
Beckie Summers  
Chair