



Tacoma Civil Service Board
Meeting Minutes

Date and Time: January 7, 2021 at 5:00 PM
Location: By Zoom teleconference
Chair: Beckie Summers
Coordinator: Wendy Hobson

Call to Order:

Chair Summers called the meeting to order at 5:00PM. All board members were present. Also present was Deputy City Attorney Martha Lantz.

Approval of November 5, 2020 minutes:

Board Member Sexton motioned to approve; Board Member Hansen seconded the motion. With no discussion, a voice vote was taken.

VOICE VOTE: 4 AYES, 0 NAYS, 0 ABS. THE MINUTES OF NOVEMBER 5, 2020 WERE APPROVED AS WRITTEN.

Communication for Information: Residency Direction

Chair Summers: Discussion. Does anybody want to take the lead on this?

Board Member Hansen: I'm not sure, are you asking us to talk about reconsidering our initial decision?

Chair Summers: Can you tell me what you thought the initial decision was? Because I do not believe we came to a decision.

Board Member Hansen: Ok, I thought we had voted on reinstating or getting rid of the blanket waiver of the residency requirement.

Chair Summers: Yes. No I am not asking you to reconsider that.

Board Member Hansen: Ok. So what would you like to discuss?

Chair Summers: The discussion would be the direction we are going to take in the future, not what our past votes were, but rather whether or not we're going to continue to create the residency preference. I, from the last meeting, was not clear on the direction of the board and I just kind of needed clarification from the board members as to where they want to go with that.

Board Member Hansen: Well, I have a very clear direction, as you probably know. And I think that the events on the National level have really underlined my, the problem with

this issue and as I said before, the voters had this specific issue before them and they voted to uphold the residency requirement. As we have seen in the National news, we live in a democracy and that means that we follow the will of the voters whether we like it or not. Now, Trump has said “The voters voted for Biden, but I want to continue to be president. I don’t like that decision by the voters, I don’t want to follow it” and we’ve seen what’s happened because of that. You know, and we also live in a democracy on the local level as well. We had an election, the voters in the City of Tacoma voted to retain a residency requirement. And we need to follow, we are required to follow the will of the voters because we live in a democracy.

Chair Summers: Thank you. Are there other comments from other Board Members?

Board Member Andrews: I am not as familiar with what has (inaudible). I came from other parts of the county. So, for me the issue is more, even though I understand and I would agree, we should follow the will of the voters, I agree with that. But my question is more so a process question. What does preference mean? Is it... when we say that what steps are associated with me hearing that there was consideration of where the individual lives, residency. And what are the options if in fact there are no residents relative to the viable candidates. What then are the options that are available to the hiring entities? So, for me, it’s more so a part of the discussion is the process question: how does it occur? Because with the COVID, I guess the direction of a lot of employers, they’re able to communicate via zoom, not all jobs you could work from home and be anywhere in the universe. But, the reality is few and fewer are requiring the people come to a duty station in a particular place to do work. And not all jobs, I’m sure, in Tacoma lend themselves to that. But, the reality is what the, what the voters thought they were agreeing to or wanted may have been true for that time, but the circumstances associated with where we are now: technology.. at what point do you begin to say ok, is preference primary based on the job and when does it become latitude to look more broadly because you work remotely. To me, that’s the conversation we need going forward.

Chair Summers: Ok, Board Member Heller.

Board Member Heller: Thank you Chair Summers. Well, I certainly hear what Board Member Andrews has to say and that resonates with me. At the same time what Board Member Hansen said also resonates with me. And being the person that brought up the idea to mimic the Veteran’s preference, in a residency preference type process, I was trying to come up with a compromised position. While I see and I think it’s well intended, at the same time I think we have manipulated the system with the blanket waiver for far too long that historically I believe that the question of residency has been on the ballot twice that I’m aware of in my tenure on the board, or around the board. And both times was voted down by members of the public. I think Board Member Andrews though made a great point that 2020 was a year like no other and has changed the way that we work and changed the way that we meet and this meeting is a prime example of that. Given that, perhaps it would be a good idea for the board to look at drafting and seeing if we could put on the ballot the next election a referendum or a question, or whatever it would be most appropriately be called, about residency and a potential preference system. I think that that really is the intent of the voters that they

feel that citizens of the City of Tacoma that pay their taxes to the City of Tacoma should have first shot at city jobs which are good livable wage jobs. So, if we had some sort of preference system I think we could have both of the intent behind the rule and at the same time more flexibility within the recruitment and hiring process to really get the best people hired and working for the Tacoma, City of Tacoma, which we all do want. But I think it needs to be done in a legislative type format where the citizens get to vote because that's honestly what we all are here to do is to, I know, swear in oath to protect the city charter and this was part of the charter and it's been recently ratified again, at least twice, by the citizens of Tacoma.

Deputy City Attorney Martha Lantz: Madam Chair.

Chair Summers: Yes Ms Lantz.

Deputy City Attorney Martha Lantz: I just wanted to make sure that I understand the conversation. I just don't want to miss anything. So, there's a couple questions: One is not on the table which is the board wanting to go back to the blanket residency waiver to um and the answer to that is no, so that's not what we are talking about. So, the question then is would the board like to entertain working with HR, I guess, since I think that some of the suggestions for a program have come from Ms. Fritz, so uh, to work on designing the possibility of a residency preference program. So, I think that's what you are talking about, but then what I thought I heard Board Member Heller say is Yes that's an idea that is appropriate to be explored from her point of view, but she'd like to explore it in the guise of a ballot initiative to have, to take it to the people, the citizens of Tacoma for a vote. Did I understand that correctly Ms Heller? I just want to say from a legal perspective, the council has the authority to do an ordinance. You don't need to amend the charter. I mean, the charter says what it says and you can do an ordinance that implements a residency preference based on the recommendations of whatever the board wants to recommend or design. And I'm not certain how, I mean, certainly any one of you as citizens could, you know get signatures and try to put something on the ballot, but I'm not sure if the Civil Service Board, as a body, would have the ability to do that. I mean, that would be effective putting that on the ballot would be to request the council to adopt an ordinance and I think you can do that without going to the voters. Now, if you want to try to change the charter, that's a charter initiative or a charter amendment that can be proposed in the form of an initiative, but again I'd want the opportunity to research what the, sort of the procedural and jurisdictional authority of the board as a body would be to propose that. So, I'm not saying yes or no, I just want to make sure that I understood and to remind you that in terms of recommending the adoption of an ordinance, you can do that certainly just with a recommendation to council.

Board Member Hansen: I know Dan had a question, I just want to make a comment really quick. Or, Dan wanted to make a comment, but I just want to make a comment real quick in response to council's suggestion and I, if you, if we want to consider that as an alternative, I don't but if other people do, that's fine. But I would also like council to research whether or not the city council can adopt an ordinance that would conflict with the terms of the city charter.

Chair Summers: Thank you. Moving on, Board Member Sexton.

Board Member Sexton: Yeah, Thanks Madam Chair. I'm interested in what we can legally do as far as following the charter and not following the charter where we can differ from that. I would be all for handing an ordinance to the council but I do not want to propose a referendum to the voters. I think we were elected or appointed to represent the voters and we should be making the decision ourselves not handing it off. I would be ok, I'd be good with a preference if we could figure out how to do it. And, you know, we've been kicking this around for a long, long time, you know, so I just want to know what we can legally do as far as a preference and go with something like that.

Chair Summers: Ms. Lantz

Deputy City Attorney Martha Lantz: So, what I think is that, you know the charter says what it says, I mean, there's some ability as I know you've gone over this in the past and with Ms. Taylor, and I think she put, all different possibilities in the memo that has been shared with you all. So the charter says that you have to have residency at the time of appointment and we've had lots of discussions about how, you know, as soon as the appointment has passed, it's not really possible to continue to enforce that. But, you know, the residency requirement at the time of appointment, I think that when we are talking about a preference, it would be a program to augment that requirement. If I am not mistaken to meet the policy goal that you all are very interested in is to give, you know, a... well in the case of the program, a preference or some kind of acknowledgement that we want, as a policy, that you want city jobs to go to city residents. So, I don't see that there's a conflict between designing a program that would be adopted by ordinance and the charter as it stands. I don't think you need to amend the charter to add the preference program.

Chair Summers: Ms Fritz, we've been working on this for quite some time and if you have, and one of the reasons I wanted to hold back on doing anything more in this area and ask for the board's direction is because you do have studies out there. You do have, you've hired consultants, you're doing work on these matters and I kind of want to know, at this point where does Human Resources stand on residency preference. You've done a lot of work and I really appreciate it. So, where are you, is human resources coming from on this issue?

Assistant Director Fritz: I'll update you a little bit later about the workforce equity study, residency is part of what they looked at in their study and are likely going to make a recommendation on that. In terms of where Human Resources stands, we obviously would prefer not to have a residency requirement at all because, you know, we want to open up our positions to as many people as possible. But, are also very interested in a residency preference program. I'm very interested in working with the board on coming to some solution that works for both the citizens of Tacoma and the Civil Service Board and Human Resources. So, whatever creates the best possible experience for our candidates and also gets us a good pool of candidates. That's where I'm standing.

Chair Summers: Thank you. And I would like to suggest that part of the reason that residency has been an issue for this board for many years is because the city, I

appreciate that you want to have the biggest pool possible to select from, but the city seems to almost detest hiring anybody from Tacoma and that's why this waiver, this is what the residency was created for and why it is in the charter and why we have upheld it all these years. Now, we've given latitude and done the blanket waivers but the truth of the matter is everything has changed. And the pandemic has shown who's essential, who's not, has put us in a position that everybody is worried about budgets and what's going to happen in the future and I appreciate again all the hard work that's gone into the residency preference and I appreciate even more the board's questions about process and procedure and how do you get this to work and I just don't feel we have enough answers. And I at this point would go back to what we have before us which is a residency requirement and asking the board for a waiver and the other part of that is we're still under an emergency proclamation, so we're not doing any of our job. And so until something changes I would like to put this aside. Until we find out what the consultants have said. I would like to put this aside. I don't believe that we have enough information or good direction or good ideas about how this is going to process into our city hiring practice at this time to move it any further forward and I am of the opinion as is Eric, I mean, as is Board Member Hansen, that this is the city's law, this is what the citizens have voted on time and again and it's because they felt like they should be looked at in that broad pool of people first. Not that they have the job, but that they should be looked at first. That's what they've asked. Board Member Sexton.

Board Member Sexton: Madam Chair, Thank you for those comments. I concur with everything you said and I wanted to point out something that, you know, I think most of us never mention. You've just mentioned our existing waiver system, I think it works really good, all the city needs to do is ask the Civil Service Board for a waiver and we'll consider it and if it has merits we'll consider it and see where it goes from there. I think that's a very good system, and that works and if we can't figure out how to do a preference, I don't think the system's broke.

Board Member Hansen: Madam Chair?

Chair Summers: Board Member Hansen.

Board Member Hansen: I believe that, yeah, we have discussed what Board Member Sexton mentioned, that in some instances there may be an opening for a highly technical position there that requires a considerable amount of experience and education and something like, you know, for example an Engineering position. Where the pool limited to city residents would be small, and in fact, may be non-existent depending on the specialization of that particular position and in those instances the charter does say that the Civil Service Board can grant a waiver of the residency requirement and so we talked about situations which very well require a waiver and the waiver is not, you know, a hard and fast rule that applies in every single situation. And I believe there was discussion regarding positions that are outside the city limits which may be positions that would perhaps require a waiver. So this, I believe our position is very workable, uh, under the circumstances.

Board Member Sexton: Absolutely.

Chair Summers: Are there other Board Members comments? Hearing none, we are going to move on and I hope this has given some direction. Again I think that Ms. Fritz, when we get more information about where the consultants are and what their requests are, we'll have a little bit more to work on. So, it's going to be pretty quick from here. We're coming back to you real quick Ms. Fritz.

Actions on Matters Still Pending / New Business:

Assistant Director Fritz: Good evening again Chair Summers and members of the Civil Service Board. I have a few follow up items I want to give you an update on first. The first, I believe they were all from the November 5th meeting. I believe it was Board Member Sexton that requested data on the retention of residents versus non-residents. I wanted to let you know that I am working, it's sort of a difficult report to gather, so I am working with our consultants on the workforce equity study to see what kind of information I can get for you on that. I am hoping to have a report for you by next meeting, but we will keep you posted on the progress of gathering that data. Board Member Heller had asked about Youth Builds Tacoma, so I checked around with folks across the city and TPU doing internships or apprenticeship type programs. None of them are currently engaged with Youth Builds Tacoma. I will, I am asking our internship team to take a look as they are developing our internship program, our city wide internship program, to look into Youth Builds Tacoma to see if that would be a valuable partnership, because it certainly looked interesting to me. Just wanted to report a status update on that. Then, last meeting, I don't recall who asked about the Civil Service Board budget.

Chair Summers: Ms Heller, Board Member Heller.

Assistant Director Fritz: She's got all the good questions.

Chair Summers: I know she does.

Assistant Director Fritz: Wendy and I did some research into that, and also kind of the history of what's happened with the budget there. And what we found is in the last biennium the city moved to what's called program-based budgeting, so a lot of cost centers were consolidated and/or eliminated. The Civil Service Board used to have it's own cost center, but no longer does. It had about \$1500 in it, and that was primarily used to supply refreshments for study sessions, pay for copying and mailing, and then also any fees for board members to attend the Annual Civil Service Conference. It was so small, it just got wrapped into the Human Resources Admin cost center. So, those funds are still available and still being spent on Civil Service Board items, it's just not in a separate budget. So, I hope that helps answer some of the question. Board Member Heller.

Board Member Heller: Thank you, that really is helpful. One of my question had to do with the funding of our coordinator. So that position, that FTE, historically was within the civil service budget. So, did you look at the history of that?

Assistant Director Fritz: We're doing some more work on that because what we've found so far is that there was an FTE and then it was completely eliminated and there's no track record of what happened between, what those duties were obviously put on Wendy's already full plate, but there's, it's hard to tell what happened in between there. So as far as we can tell, the entire position was eliminated in a budget reduction I believe and Wendy just, out of the kindness of her heart, assumed those duties. Okay.

Chair Summers: Thank you Ms. Hobson for the kindness of your heart.

Wendy Hobson: You are most welcome.

Assistant Director Fritz: So, any questions on those updates? Okay. So, the other thing I wanted to give you an update on, which you probably already know by now, we have concluded our recruitment for the Police Chief position. The city appointed Chief Michael Ake as the Interim Police Chief and he started on January 1st. Second on my list is an update on the workforce equity study. We're getting really close on that. The consultants are working on their final report and recommendations and will be sharing a draft with us very soon. Once their recommendations have been finalized, reviewed and considered, we'll talk about an implementation plan, which I think will provide a good opportunity for us to work together on potential changes to the city charter, municipal code, and other policies and practices related to personnel. So, I am really excited to see that get finalized because it's been awhile. And then finally, good news about the classification and compensation study, as you know it was put on pause like a lot of things in April 2020 because of COVID and the city council in December approved funding to continue it so that we can get that completed after all the work that's been done. They are working on getting that restarted and information about next steps, from what I understand, will be communicated very soon. So stay tuned, and we will make sure you get that update as a board. And that concludes my report. Any questions?

Board Member Sexton: Shelby. If Chief Ake, if he's going to interim chief, is the search continuing?

Assistant Director Fritz: At this point, no it is not. So, the decision was made to put him in the position as an interim, there is not an end date to that interim appointment because, as you know, and as I told you last time, there's a whole massive transformation happening in the city, especially with the police. There was concern raised in the community and some of the feedback we received about having an interim person as the next police chief and continuing more of the same. On the other hand, there was very positive feedback about Chief Ake, so the City Manager saw this as a compromise and while we work through the changes that are going to be happening in the police department and next steps. So, right now he's the guy. There's not a recruitment still in play. I'm sure one will start again at some point, but there's no immediate plans to continue that recruitment right now. Does that help?

Board Member Sexton: Yeah, sure. If I could just one more. How long does someone stay as interim chief? If he's there for 6 months or a year, does he become chief? Or just wait and see? Or ... but he can't remain the interim chief forever...

Assistant Director Fritz: well, technically there's not a term limit on it. We don't leave people in interim appointments forever. But I think there will be a point at which the City Manager decides, ok it's time to make a permanent decision here, and whether that's another recruitment or what. I think we just have to wait and see.

Board Member Sexton: Ok, ok. No rules. Nothing... ok. Alright.

Board Member Heller: Ok, so just a question, on a parallel. Is the HR Director still an interim position?

Assistant Director Fritz: no.

Board Member Heller: And in how many years... he was the interim for a while.. how many years was he the interim HR Director?

Assistant Director Fritz: Not actually that long. So he, I believe and Wendy you can chime in here, I believe he started his Interim appointment in April of 2017 and then was confirmed as the permanent Human Resources Director in the Fall of the same year.

Wendy Hobson: I believe that's correct, but if you will just give me a second I can tell you for sure. Let me look it up.

Assistant Director Fritz: Thanks Wendy.

Chair Summers: and while she's looking that up, I would like to thank you for making sure that the list and extension of the abolishment were in the minutes, if everyone got them. And I also was looking at the, um, request of competitive examination, I am assuming all of those were also done before... that we have nothing to do with those either.

Assistant Director Fritz: What I'm understanding is that not during the emergency declaration.

Chair Summers: like the information that was in there and I like seeing it so it's not like it's just for the public. Some of us Board Members actually read those as well.

Assistant Director Fritz: I appreciate that. Because the people that put those together, as you know, are analysts and (inaudible).

Chair Summers: I know and they do good work. I especially like the administrative assistant information. It was... and that goes back to something else. I am so glad that I have been given this time. We were talking about layoffs, and how many were occurring and you felt like most of those people were going to be picked up and put someplace else, so when I saw the administrative assistant, I thought maybe that's

some of those that were facing layoffs. Maybe that's where they are. Is that, am I accurate?

Assistant Director Fritz: You are correct.

Chair Summers; Oh I am so thankful.

Assistant Director Fritz: We had the great fortune of being able to place all but two people. One person, well two people were laid off. One was an appointive position and one was a classified position. The appointive position already has another job. And the one classified position that we haven't, we tried multiple times but couldn't quite find a match for is on the reemployment list, but we haven't found a job for her within the city yet.

Chair Summers: So it's down to one person really.

Assistant Director Fritz: Yes. I consider that a victory even though I still think about that one person.

Chair Summers: I do too, but I am with you. I am so thankful that you have been able to place as many as you did,. And, again, the work is good and I really appreciate the information. It's helpful. Because I also worried about those 11 people that were going to face layoffs. Things are very difficult, I donated more funds to the emergency food bank, and would recommend everyone who can do. It's just really scary out there and so I would not like to see any of the city employees be facing dire straits as many of us are.

Assistant Director Fritz: One of those impacted employees just joined Wendy's team, as well. So hopefully you get to meet her at some point.

Chair Summers: Oh, very good, very good.

Wendy Hobson: So, I do have an answer on the HR Director. Gary was brought on February 15th, 2017 as an Interim Director, and he was appointed permanent status as Director on July 19th, 2017.

Chair Summers: 2017... yeah. And he is still our director?

Wendy Hobson: He is.

Chair Summers: Because I understood he was planning to retire. Did the pandemic get in the way of that as well?

Assistant Director Fritz: No, I think he's still considering it, definitely.

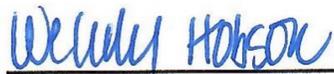
Chair Summers: Ok.

Chair Summers: Ok, is there any other comments from the Board? Any other questions? I'm not trying to rush us. Are there any comments from the public? I know we have people here but not necessarily willing to chat or speak. But was there anybody else that would like to say a word to the board? Hearing none, is there any final comments from board members? Hearing none, with no objections, we are adjourned. Thank you all for coming.

ATTEST:



Beckie Summers, Chair



Wendy Hobson
Civil Service Board Coordinator



Memorandum

TO: Shelby Fritz, Assistant Human Resources Director
FROM: Teresa Dent, Human Resources Analyst
SUBJECT: List Extension Request, 0514-19-Senior Accountant
DATE: 11/6/2020

Per City of Tacoma Personnel Rule 1.24.610 D1, I am requesting a (3) month extension of the Senior Accountant, 0514-19 list through 2/19/2021.

The following information is provided:

1. Classification title and number of list expiring: 0514-19-Senior Accountant
2. Type of list: Open
3. Date of List original establishment: 11/19/2019
4. Has this list been previously extended? No If yes, list extended date: n/a
5. Expiration date: 11/20/2020
6. Number of people originally on the list: 50 Number of City of Tacoma residents: 15
7. Number of people hired from list: 0 Number of City of Tacoma residents: 0
8. Number of people currently on the list: 50 Number of City of Tacoma residents: 15
9. Number of temps hired from the list: 0
10. Estimated positions to be filled over extended life of the list: 1-2
11. **Minimum Qualifications for Classification and license requirements:**
12. A bachelor's degree in accounting, finance, public or business administration or related field, and at least three years of professional accounting experience, preferably including training or experience in governmental accounting, or regulatory accounting. Advanced degree or professional certification is desirable.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position. Depending upon assignment a WA driver's license may be required. Individuals may have to pass a background check depending upon assignment.



Memorandum

8. Background and hiring needs:

This position is required for the City to meet state and federal reporting mandates, such as grant and annual audit reporting. This position plays a critical role in the year-end process such as ensuring that the financial statements are prepared in accordance with accounting guidelines.

9. Recommendation:

Approve list extension

Approved, Assistant Human Resources Director

9 NOV 2020

Date

Distribution:
HR History File



TO: Shelby Fritz, Assistant Human Resources Director

FROM: Jessica Madrigal, Human Resources Analyst

SUBJECT: List Extension Request, Fire Customer Service Representative, Technical - EMS Billing, 0612-19B

DATE: December 22, 2020

Per City of Tacoma Personnel Rule 1.24.610D, I am requesting a three (3) month extension of the Fire Customer Service Representative, Technical - EMS Billing, 0612-19B, eligibility list through March 23, 2021.

The following information is provided:

1. Classification title and number of eligible list expiring: Fire Customer Service Representative, Technical EMS Billing, 0612-19B
2. Type of list: Promotional, Rule of 3
3. Date list expires: 12/23/2020
4. Number of people originally on the list: 5 Number of City of Tacoma residents: 1
5. Number of people hired from list: 3 Number of City of Tacoma residents: 1
6. Number of people currently on the list: 2 Number of City of Tacoma residents: 0
7. Estimated positions to be filled over extended life of the list: 1
8. Minimum Qualifications for Classification:

Graduation from high school or equivalent and 2+ years of customer service experience in a call center or customer service counter for a business or agency including experience interpreting, applying and explaining rates, codes and regulations. Applicable experience can include providing customer service to internal customers in addition to the public.

Comments:

This list will be used to hire a Fire Customer Service Representative, Technical EMS Billing in the fire department with an anticipated start date in March 2021. This position is critical conducting Emergency Medical Services (EMS) billing and auditing.

10. Recommendation: Recommend approval of a three (3) month extension of the Fire Customer Service Representative, Technical EMS Billing, eligible list through March 23, 2021. Extending this for three month will give the department time to thoroughly plan for the department implementation of the BLS transports and consider the candidates remaining on this list.

Distribution:

Recruitment Folder (0612-19B)
CSB Coordinator

Approved 
Human Resources Director, Assistant

Date 22 Dec 2020



Memorandum

TO: Cheryl Bidleman, Assistant Human Resources Director
FROM: Marisa Tetreault, Human Resources Analyst
SUBJECT: List Extension Request, Water Plant Maintenance Worker, 5108-19
DATE: November 30, 2020

Per City of Tacoma Personnel Rule 1.24.610D, I am requesting a one-year extension of the Water Plant Maintenance Worker list through December 23, 2021.

The following information is provided:

1. Classification title and number of eligible list expiring: Water Plant Maintenance Worker, 5108-19
2. Date of list original establishment: December 23, 2019
3. Has this list been previously extended? No
4. Type of list: City Promotional, Rule of 3
5. Expiration date: December 23, 2020
6. Number of people originally on the list: 12 Number of City of Tacoma residents: 4
7. Number of people hired from list: 1 Number of City of Tacoma residents: 0
8. Number of people currently on the list: 11 Number of City of Tacoma residents: 4
9. Estimated positions to be filled over extended life of the list: 1
10. Minimum Qualifications for Classification and license requirements:

MINIMUM QUALIFICATIONS

Completion of the City of Tacoma Water Apprenticeship Program.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

Valid Washington State driver's license, CPR and First Aid Card at time of appointment with maintenance thereafter.

11. Comments: This is a City promotional list, which is used to fill vacancies and used to determine eligibility for temporary upgrades at Tacoma Water. As this is a promotional list, the department receives three ranks/names per requisition certification for selection. Due to COVID-19 and current social distancing

List Extension Request, Water Plant Maintenance Worker, 5108-19
November 30, 2020
Page Two

requirements, we are not able to conduct testing within the guidelines in a timely manner and are extending this list. This is the first extension of this list.

12. Recommendation: Recommend approval of a one-year extension of the Water Plant Maintenance Worker list through December 23, 2021.

CBidleman
Approved, Assistant Human Resources Director

11/30/20
Date

Distribution:
HR History File



Memorandum

TO: Cheryl Bidleman, Assistant Human Resources Director
FROM: Alissa McLain, Human Resources Analyst
SUBJECT: List Extension Request, Vehicle & Equipment Shop Supervisor, 5334-19A
DATE: November 6, 2020

Per City of Tacoma Personnel Rule 1.24.610D, I am requesting a 6-month extension of the Vehicle & Equipment Shop Supervisor list through June 16, 2021.

The following information is provided:

1. Classification title and number of eligible list expiring: Vehicle & Equipment Shop Supervisor. 5334-19A
2. Date of list original establishment: December 16, 2019
3. Has this list been previously extended? No
4. Type of list: City-wide Promotion, Rule of 1
5. Expiration date: December 16, 2020
6. Number of people originally on the list: 9 Number of City of Tacoma residents: 2
7. Number of people hired from list: 0 Number of City of Tacoma residents: 0
8. Number of people currently on the list: 9 Number of City of Tacoma residents: 2
9. Estimated positions to be filled over extended life of the list: 0
10. Minimum Qualifications for Classification and license requirements:
 - Graduation from high school or equivalent and
 - Valid Washington Commercial Driver's License, Class A and
 - Six of the last ten years working as a journey-level mechanic including one-year lead or supervisory experience or
 - Completion of a recognized automotive machinist apprenticeship program and four years' journey-level experience in automotive mechanical maintenance and repair work or
 - Completion of a truck mechanic vocational program and four years' journey-level experience in automotive mechanical maintenance and repair work
11. Comments: This list will be used to determine set ups for temporary upgrades. We are requesting an extension as the eligible list still has qualified applicants on it. With the current pandemic, we are unable to test at this time.

12. Recommendation: Recommend approval of a one year extension of the Vehicle & Equipment Shop Supervisor, 5334-19A.

C Bialeman

Approved, Assistant Human Resources Director

11-17-20

Date

Distribution:
HR History File



Memorandum

TO: Cheryl Bidleman, Assistant Human Resources Director
FROM: Marisa Tetreault, Human Resources Analyst
SUBJECT: List Extension Request, Water Service Worker, 5061-19
DATE: November 9, 2020

Per City of Tacoma Personnel Rule 1.24.610D, I am requesting a one and a half month extension of the Water Service Worker list through December 31, 2020.

The following information is provided:

1. Classification title and number of eligible list expiring: Water Service Worker, 5061-19
2. Date of list original establishment: November 19, 2019
3. Has this list been previously extended? No
4. Type of list: City Promotional, Rule of 3
5. Expiration date: November 19, 2020
6. Number of people originally on the list: 9 Number of City of Tacoma residents: 1
7. Number of people hired from list: 3 Number of City of Tacoma residents: 1
8. Number of people currently on the list: 6 Number of City of Tacoma residents: 0
9. Estimated positions to be filled over extended life of the list: 0

10. Minimum Qualifications for Classification and license requirements:

Completion of the City of Tacoma Water Apprenticeship Program.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

Valid Washington State driver's license, CPR and First Aid Card with maintenance thereafter.

Transportation Worker's Identification Credential (TWIC) by the end of the probationary period.

11. Comments: This is a City promotional list, which is used to fill vacancies and used to determine eligibility for temporary upgrades at Tacoma Water. As this is a promotional list, the department receives three ranks/names per requisition certification for selection. Due to COVID-19 and current social distancing requirements, we were not able to conduct testing within the guidelines in a timely manner and are extending this list until we complete the list establishment process. This is the first extension of this list.
12. Recommendation: Recommend approval of a one and a half month extension of the Water Service Worker list through December 31, 2020.

C Bidleman
Approved, Assistant Human Resources Director

11/17/20
Date

Distribution:
HR History File



Memorandum

TO: Cheryl Bidleman, Assistant Human Resources Director
FROM: Alissa McLain, Human Resources Analyst
SUBJECT: List Extension Request, Line Clearance Tree Trimmer, Senior, 5254-29
DATE: November 4, 2020

Per City of Tacoma Personnel Rule 1.24.610D, I am requesting a one year extension of the Line Clearance Tree Trimmer, Senior list through January 15, 2022.

The following information is provided:

1. Classification title and number of eligible list expiring: Line Clearance Tree Trimmer, Senior, 5254-19
2. Date of list original establishment: January 15, 2020
3. Has this list been previously extended? No
4. Type of list: City-wide Promotion, Rule of 3
5. Expiration date: January 15, 2021.
6. Number of people originally on the list: 3 Number of City of Tacoma residents: 1
7. Number of people hired from list: 0 Number of City of Tacoma residents: 0
8. Number of people currently on the list: 3 Number of City of Tacoma residents: 1
9. Estimated positions to be filled over extended life of the list: 0
10. Minimum Qualifications for Classification and license requirements:

An equivalent combination to: graduation from high school, or equivalent, or vocational school, including or supplemented by completion of an approved apprenticeship program as a Line Clearance Tree Trimmer or Line Electrician, and two years of line clearance tree trimming experience in maintenance of power line clearance or two years of line electrician experience in the construction and maintenance of power line systems.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

Valid Washington State Class A Commercial Driver's License and maintenance thereafter.
Flagging and Coning certification by the end of the probationary period and maintenance thereafter.

First Aid with CPR certification by the end of the probationary period and maintenance thereafter.

Tree Rescue certification by the end of the probationary period and maintenance thereafter.
International Society Arboricultural Certification within 12-months of appointment and maintenance thereafter.

11. Comments: This list will be used to determine set ups for temporary upgrades. We are requesting an extension as the eligible list still has qualified applicants on it. With the current pandemic, we are unable to test at this time.
12. Recommendation: Recommend approval of a one year extension of the Line Clearance Tree Trimmer, Senior, 5254-19.

CBidleman
Approved, Assistant Human Resources Director

11/09/20
Date

Distribution:
HR History File



Memorandum

TO: Cheryl Bidleman, Assistant Human Resources Director
FROM: Marisa Tetreault, Human Resources Analyst
SUBJECT: List Extension Request, Water Service Mechanic, 5305-19
DATE: November 5, 2020

Per City of Tacoma Personnel Rule 1.24.610D, I am requesting a 1-year extension of the Water Service Mechanic list through December 26, 2021.

The following information is provided:

1. Classification title and number of eligible list expiring: Water Service Mechanic, 5305-19
2. Date of list original establishment: December 26, 2019
3. Has this list been previously extended? No
4. Type of list: Open, Rule of 10
5. Expiration date: December 26, 2020
6. Number of people originally on the list: 8 Number of City of Tacoma residents: 2
7. Number of people hired from list: 2 Number of City of Tacoma residents: 0
8. Number of people currently on the list: 6 Number of City of Tacoma residents: 2
9. Estimated positions to be filled over extended life of the list: 1

10. Minimum Qualifications for Classification and license requirements:

Graduation from high school or equivalent and Washington State Water Distribution Manager certification level 2 (WDM 2) or completion of the Tacoma Water Apprenticeship Program.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

Possession of a valid Washington Driver's License at time of application, with maintenance thereafter.

Training, as required by the Process Safety Management Plan, will be required for some positions.

11. Comments: This an Open list which is used to fill vacancies and used to determine eligibility for temporary upgrades at Tacoma Water. Due to COVID-19 and current social distancing requirements, we are not able to conduct testing within the guidelines and are extending this list until we can post the role and test appropriately. This is the first extension of this list.
12. Recommendation: Recommend approval of a 1-year extension of the Water Service Mechanic list through December 26, 2021.

CBidleman
Approved, Assistant Human Resources Director

11/9/20
Date

Distribution:
HR History File



City of Tacoma

Memorandum

TO: Shelby Fritz, Human Resources Director, Assistant
FROM: Marie Angel, Human Resources Analyst
SUBJECT: List Extension Request, Fleets Services Parts Technician, 0334-19A
DATE: November 4, 2020

Per City of Tacoma Personnel Rule 1.24.610D, I am requesting a two-month extension for the Fleets Services Parts Technician, 0334-19A

The following information is provided:

1. Classification title and number of eligible list expiring: Fleets Services Parts Technician, 0334-19A
2. Type of list: Open
3. Date list expires: November 4, 2020
4. Number of people originally on the list: 56 Number of City of Tacoma residents: 18
5. Number of people hired from list: 1 Number of City of Tacoma residents: 0
6. Number of people currently on the list: 54 Number of City of Tacoma residents: 18
(One is inactive)
7. Estimated positions to be filled over extended life of the list: 1
8. Minimum Qualifications for Classification:
 - Graduation from high school or equivalent;

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- Two years of experience involving inventory control and purchase of parts and supplies in an automotive or distribution facility.
9. Comments: It is anticipated that there will be at least one possible two vacancies to fill in 2020 and 2021. We wish to extend these opportunities to the current candidates on the Eligible List.
10. Recommendation: Recommend approval of a one (2) month extension of the Fleets Services Parts Technician, 0334-19A. Department conducted first round of interviews and would like to go back to the list for review.

Distribution:

Recruitment Folder (0334-19A)
CSB Coordinator



Approved _____
Human Resources Director, Assistant

Date _____
4 November 2020



TO: Cheryl Bidleman, Human Resources Assistant Director

FROM: Alissa McLain, Human Resources Analyst

SUBJECT: Request for Residency Waiver

DATE: December 3, 2020

In accordance with Tacoma Municipal Code (TMC) 1.24.450, I am requesting a waiver of the residency requirement for Brendon M Ngotel.

1.24.450 Residence

A. No person shall be eligible for employment in the Classified City Service who is not a resident of the City at the time of their original appointment; provided, that the Civil Service Board may waive such residence requirements for employees in the Classified City Service when such waiver is deemed to be for good and sufficient reason among which the following shall be sufficient:

1. *Where the nature of the employment requires residence outside the City.*
2. *When it otherwise serves the best interests of the City.*

Recruitment summary:

1. Total number of candidates on the eligible list:	414
1a. City of Tacoma residents:	193
2. Total number of candidates from the eligible list interviewed:	2
2a. City of Tacoma residents	0
3. Total number of City of Tacoma residents hired:	0

The position is currently advertised on the City's Website and has been continuously open since March of 2020, which means an abundance of applicants apply every day. Upon reviewing we analyzed the list, looked for previous municipal experience and reached out to several individuals. Only two individuals responded, and thankfully Brendon M. Ngotel has the experience we were looking for

Reason the candidate is unable to relocate to the City of Tacoma:

The candidate is unwilling to move at this time for personal reasons.

Request:

Tacoma Power's Shared Services section is needing a laborer for a seasonal timeframe during this winter. Mr. Ngotel has ample experience and technical experience that will be a great addition to the team.

Mr. Ngotel has previous experience with the City of Auburn maintaining storm water retention ponds, rights of way and around facilities. Mr. Ngotel also has experience working with irrigation and landscape maintenance for a private company. With Mr. Ngotel's experience, he will be a valuable asset to the City of Tacoma.

Recommendation

I recommend approval of the request for waiver of the residency requirement for Brendon M. Ngotel.

Approved CBidleman Date 12/08/20
Cheryl Bidleman, Human Resources Assistant Director



TO: Shelby Fritz, Assistant Human Resources Director
FROM: Teresa Dent, Human Resources Analyst
SUBJECT: Request for Waiver of Competitive Examination – Gary Lizama
DATE: December 4, 2020

The City of Tacoma Community and Economic Development (CED) department is requesting a Waiver of Competitive Examination per Tacoma Municipal Code (TMC) 1.24.570 for Mr. Gary Lizama, Office Assistant, to be permanently appointed to the position of Administrative Assistant, Class Code 07370.

Tacoma Municipal Code (TMC) 1.24.570 (C) Waiver of Competitive Examination:

C. At the request of the Human Resources Director and upon the approval of the Civil Service Board the City may suspend the Classified City Service selection process and waive probation for the purpose of implementing classification reallocation to a hire class pursuant to the findings of a Human Resources Department classification study.

Community and Economic Development Department Background and Update:

The Community and Economic Development Department works to facilitate equitable economic growth and opportunity by supporting existing businesses, enabling reinvestment and revitalization, and promoting the attraction and creation of new businesses, living wage jobs, and housing options to enhance the quality of life in the Tacoma community. To carry out these objectives, CED developed a 5-year Economic Development Strategic Plan and includes eight priority actions:

- Strengthen and Diversify the Local Economy through **Business Retention, Expansion & Recruitment**
- Develop Authentic and Emerging Industries through Small Businesses & **Entrepreneurship**
- Create a Trained, Future-Ready **Workforce**
- Build Increasingly **Vibrant Neighborhoods**
- **Promote Downtown Tacoma** as the Center of Commerce for the South Sound
- Support Employment-Generating Activities and **Office/Industrial Product**
- Implement Premier Customer Service within the **Business & Development Climate**
- Promote Tacoma in Which to Live, Work & Explore through Focus on **City Image**

The Economic Development Strategic Plan's measures for CED are key indicators for the regional partners and stakeholders that guided the development of this plan to ensure the department's commitment to the City of Tacoma.

Additionally, due to the recent impacts of the COVID-19 pandemic that have devastated the local business economy, the economic development support is needed now more than ever by offering numerous business loan and grant programs which are administered solely by the CED department for the community.

Employee Background

Mr. Gary Lizama joined the City of Tacoma in June 2019 as an Office Assistant in the Customer Service department reporting up through the City Manager's Office. In this role, Gary served as the point of contact at the front desk of the Customer Service Center, and from day one was revered by all for his

calm demeanor under pressure, kind nature, results driven ethics, and consummate professionalism. It was at this point that Community and Economic Development began recruiting Gary to become a part of their Administration Division in order to capitalize on all of his many talents that were not being fully utilized during his term with Customer Service.

In January 2020, Gary joined the CED department as an Office Assistant, which was a lateral transfer. He quickly assumed a very heavy workload as he was designated the lead for several administrative processes due to his high-level technical abilities. Gary also had an eye for continuous improvement and would make recommendations for new office procedures for the entire department that helped streamline some task-heavy processes and saved a lot of wasted time.

In April of 2020, one of our Administrative Assistants transferred to another department, and our other Administrative Assistant went on 4 months of maternity leave. These changes left Gary as the only administrative support staff in CED. In order to accommodate the workload, it was decided to temporarily promote Gary into the position of Administrative Assistant. Gary was willing to take on the additional workload and the higher level of responsibility, often in spite of the difficulties or challenges it posed.

Gary became responsible for all tasks/activities previously held by the two vacated assistants and the sole support for five divisions in CED. Gary became the subject matter expert for several processes, and demonstrated an advanced knowledge level of change management which led to high-quality administrative deliverables and task management/prioritization.

Most importantly, one of the primary duties of his position was to support the administrative needs of initial phase of the **COVID-19 Business Stabilization Loan Program**. **Gary's ability to handle all of the tasks requested of him with ease and speed, as well as balance the workload subsumed into his position from the shortage of any other administrative support proved no struggle for him.** During his tenure with the City, Gary has received commendations from many employees and citizens for his high-caliber, dedicated work, including praise from the City Manager's Office.

Given the continued evolution of his duties in CED, and his ability to step up into a role that was critical to delivering time-sensitive COVID-19 business loans that will continue into 2021, a classification review of his position was conducted by Human Resources, and it was determined that his current job responsibilities more closely align with the Administrative Assistant classification.

Recommendation

Due to changing business needs in Community and Economic Development, an updated review of the Office Assistant duties has resulted in reclassification of the position that Gary Lizama is filling to Administrative Assistant. We are recommending that you approve the request for Waiver of Competitive Exam to waive the recruitment process for this position and permanently hire Mr. Lizama to Administrative Assistant.

Approved:



Human Resources Director, Assistant

7 December 2020

Date

cc: Personnel File
CED Department Files



TO: Cheryl Bidleman, Human Resources Assistant Director

FROM: Seth Doull, Assistant Water Division Manager
Gary Gates, Operations Manager
Marisa Tetreault, Human Resources Analyst

SUBJECT: Request for Waiver of Competitive Examination

DATE: December 14, 2020

In accordance with Tacoma Municipal Code (TMC) 1.24.570 Waiver of Competitive Examination, we are requesting a waiver of competitive examination for Tyler Soule, to be permanently appointed in the Water Utility Worker Classification.

1.24.570 Waiver of competitive examination.

A. At the request of the Human Resources Director and upon the approval of the Civil Service Board the City may fill positions in the Classified City Service requiring unusual technical or professional qualifications without competitive examination. The waiver of competitive examinations shall be specific to a position or classification and shall be valid for no longer than one year unless extended by the Civil Service Board.

Employee and classification:

Tyler Soule, Solid Waste Worker

Water Utility Worker:

Water Utility Worker is an entry-level role in to Tacoma Water. Successful candidates enter Tacoma Water's Joint Apprenticeship Program after being hired in to the Water Utility Worker classification and passing the required trainings.

This classification assists Water Service Workers, Water Plant Maintenance Workers, Water Service Mechanics and Water Meter Repair Workers in the installation, maintenance and repair of water supply and distribution facilities and systems.

Qualifications for this role are graduation from high school or GED equivalent.

Business Need:

Tacoma Water certified and interviewed off of the 2019 Water Utility Worker eligibility list 28 times. During the interview and pre-employment testing portion for Mr. Soule, the previous list expired. There is currently no eligible list for this classification.



TO: Shelby Fritz, Human Resources Assistant Director

FROM: Marie Angel, Human Resources Analyst

SUBJECT: Request for Waiver of Competitive Examination for Impacted City Staff Transitioning to the Following Classifications: Office Assistant Administrative Assistant, Financial Assistant, Human Resources Assistant.

DATE: December 16, 2020

In accordance with Tacoma Municipal Code (TMC) 1.24.570 Waiver of Competitive Examination, we are requesting a waiver of competitive examination for the following employees: Graham Rumbaugh, Melody Powers, Natalya Lukyanov, Deanna Boggs and Christine Doll. Each of these employees openly interviewed and were selected by these prospective departments; Tacoma Fire, Environmental Services, Human Resources and Planning and Development Services.

1.24.570 Waiver of competitive examination.

A. At the request of the Human Resources Director and upon the approval of the Civil Service Board the City may fill positions in the Classified City Service requiring unusual technical or professional qualifications without competitive examination. The waiver of competitive examinations shall be specific to a position or classification and shall be valid for no longer than one year unless extended by the Civil Service Board.

Employee and classification:

Graham Rumbaugh, Court Clerk to Office Assistant with Tacoma Fire

Melody Powers, Court Clerk to Administrative Assistant with Environmental Services

Natalya Lukyanov, Office Assistant to Financial Assistant with Environmental Services

Deanna Boggs, Court Clerk to Human Resources Assistant with Human Resources

Christine Doll, Legal Assistant to Office Assistant with Planning and Development Services

Office Assistant

An Office Assistant performs a variety of routine and moderately complex clerical duties such as processing documents and records, extracting and compiling records or data, responding to routine inquiries concerning departmental services and procedures, maintaining and monitoring established record keeping, filing and data base systems, and producing forms, letters, record entries and other material. Positions typically perform data retrieval, verification and modification using various computer applications.

Requires a High school graduate or equivalent required and one year of clerical experience.

Administrative Assistant

Administrative Assistant positions are distinguished by the increased use of independent judgement in performing administrative/clerical functions for a department or division by reviewing routine work of staff for completeness and to ensure compliance with laws, rules, policies, procedures and standards; handles confidential materials, coordinates personnel actions; assists with projects or programs, and coordinates work within a department, between departments, and with the public and/or other governmental entities. May provide work direction.

Requires an Associate's degree and a minimum two years of increasingly responsible office work experience. Related work experience may be substituted for education on a year-for-year basis.

Financial Assistant

This classification is distinguished by having as its primary focus the processing and verifying of financial information. The Financial Assistant classification involves the preparation, maintenance and analysis of financial and statistical records for an assigned set of accounts and/or funds, projects or programs. Tracks, records, verifies and resolves issues with financial data.

Requires an equivalent combination to High school diploma or equivalent, supplemented by one year of college-level course work in accounting and two years of increasingly responsible accounting clerical experience including experience working with spreadsheets, word processing and database software.

Experience and/or college-level course work can be substituted on a year-for-year basis.

DESIRED QUALIFICATIONS:

Associates degree in accounting or finance is highly desired.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Some positions may require a valid Washington State driver's license.

Human Resources Assistant

The classification of Human Resources Assistant is the first level of the Human Resources series. Positions work independently in making decisions regarding work processes or methods utilized. Provides support for and implements assigned human resources functions, under the regular guidance of a higher-level human resources professional or manager who assists with work prioritization, reviews work in progress and work outcomes. Work performed is usually limited in scope and/or involves portions of larger projects or programs requiring the exercise of limited independence in determining work methods within defined and established standards. Required to analyze, understand and use limited discretion in applying a variety of laws, rules, regulations, and policies to refer problems consistent with established standards.

DESIRABLE QUALIFICATIONS (TRAINING AND EDUCATION) of High school diploma or equivalent, and One-year human resource or two years related administrative experience. Equivalent education/experience may be substituted.

LICENSING, CERTIFICATIONS AND OTHER LEGAL REQUIREMENTS:

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

- Depending upon assignment a WA driver's license may be required.
- Individuals may have to pass a background check depending upon assignment

Recommendation:

An approval of the request for waiver of competitive examination is recommended for our impacted staff in order to retain them as employees with the City of Tacoma.

Approved _____



Date 17 December 2020

Shelby Fritz, Human Resources Assistant Director