



Tacoma Civil Service Board  
Meeting Minutes

**Date and Time:** June 3, 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 March 4, 2021 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 MARCH 4, 2021 WERE APPROVED AS WRITTEN.

**Communication for Information:**

**Chair Summers:** Ms. Hobson, can you please explain to us about the hard copies of our packets and what you would need from the Board in order to do it FedEx which might work better for all of us?

**Wendy Hobson:** Sure. We had an issue this time with the packets arriving to Chair Summers and also Board Member Andrews. After doing some research and following up with our mail services team, we talked about other options that we could use in the future so this doesn't happen. I asked about certified mail, but he said likely what would happen if we went that route is that you would receive a card and then you would have to go to the post office to get your packet. The next option would be FedEx and he said that it would be about the same cost, maybe even a little less expensive. I would have to provide the recipient's phone number to FedEx and I would need your permission to do that.

**Chair Summers:** And as I stated in my email, you have my permission.

**Wendy Hobson:** Okay.

**Chair Summers:** Let's take a roll call to see who, if any of the board members object.

**Wendy Hobson:** Okay, (roll call was taken, no objections from any board member). Okay, so for next month that is how your packets will come is by FedEx.

**Chair Summers:** Okay, thank you. Thank you for that.

**Wendy Hobson:** And I have one more question. The July 1<sup>st</sup> meeting, are we going to have that as scheduled? Or would you like to cancel that with the holiday being so close. I just need to confirm.

**Chair Summers:** Is that on July 1<sup>st</sup>?

**Wendy Hobson:** It is on July 1<sup>st</sup>. Yes.

**Chair Summers:** Are any board members interested in conducting a meeting on July 1<sup>st</sup> or would you like to cancel it? I will cancel it if I don't hear an objection. I did not hear an objection. It is cancelled. Thank you for bringing that to our attention.

**Actions on Matters Still Pending / New Business:**

**Chair Summers:** If you would please.. I'm not really sure who this goes to. The request for appeal on the matter of Zebulah Farrow.

**Wendy Hobson:** Yes. So the appeal is in your packets. Byron Allen with IBEW Local 483 sent this request on behalf of Mr Farrow. I did check with Paul Golding and the City is not going to dispute jurisdiction. If the board wishes to grant the request, we would need to schedule that for hearing.

**Chair Summers:** And I will leave that in your capable hands to schedule that for hearing. Are there any other board comments on this matter? Hearing none, we will schedule it for a hearing as soon as possible.

The next one is the matter of Jared Williams. Unresolved. Are you going to speak to this as well Ms Hobson?

**Wendy Hobson:** This is a complaint from Jared Williams and he is present. Again, this is just to schedule for hearing. The complaint was filed and there was an investigation and after the investigation results were presented to Jared Williams, it is still unresolved and he would like this to be brought forward to the board. He is here tonight to answer any preliminary questions, but we are here to really just schedule this for hearing.

**Chair Summers:** Are there any comments from board members regarding scheduling Jared Williams for a hearing?

**Board Member Sexton:** Madam Chair.

**Chair Summers:** Board Member Sexton.

**Board Member Sexton:** We don't.. I am assuming we don't need to take any action here and it's just going to be automatically scheduled for a hearing. Is that correct?

**Chair Summers:** That is what I am understanding, yes.

**Board Member Sexton:** *Inaudible*

**Chair Summers:** I didn't catch all of that Dan, you're what?

**Board Member Sexton:** I said Thank you.

**Chair Summers:** Ok. Thank you Dan. I'm sorry, thank you Board Member Sexton. Board Member Hansen, did you have any comments?

**Board Member Hansen:** The one thing I noticed was that Mr. Williams filed his complaint in January of '21. So I wanted to ask Ms. Fritz why it took so long to process this. I'm, I mean, I don't know what the process involves, but I just wanted to you know, to hear from you why it took a period of time to get this before the board.

**Assistant Director Fritz:** Good question and thank you. So, as with any investigation you want to make sure that you're looking at every piece and gathering all of the information you can in order to fully look into the complaint. The process took the time it did for that reason, but also because it, I'm doing it in addition to all of the other things I've got going on as well. It was a priority however and I completed it as quickly as I could.

**Chair Summers:** Does that answer your question Board Member Hansen?

**Board Member Hansen:** Uh, yes it does. Thanks.

**Board Member Heller:** Madam Chair.

**Chair Summers:** Board Member Heller.

**Board Member Heller:** I also have some concerns about the timing on us receiving this. I have no doubt that, you know, thorough and fair investigations take time and I'm not questioning the time of the investigation, but my question is that he didn't come to HR asking for an investigation, he filed a complaint for the Civil Service Board and the Civil Service Board is not seeing this now until June of 2021 after he filed it with the board in January of 2021. So, while the Civil Service Board has the authority to have investigations but we clearly didn't charge you to do an investigation because we didn't even know about it. So, it seems to me that unless you can explain why, there's an undue delay here and this is not timely not based on the complainant's filing it, but on the city's actions.

**Assistant Director Fritz:** And I'm hoping Martha Lance might be able to help out here, as well. My understanding of the Tacoma Municipal Code is that there are two processes: one to file a Civil Service Board appeal and the other to file a complaint. And the complaint process does start at the very lowest level and requires an employee to go through those levels before it gets to the Human Resources Director and then the Civil Service Board. So, that is what we followed and we ended up skipping the lower levels because of conversations and requests that Mr. Williams had already made to his

supervisor and the chain of command at TPD. So, that's why the Human Resources Director requested that I look into the matter.

**Deputy City Attorney Martha Lantz:** And that is consistent with the Board's process and the documentation that's contained in the Civil Service Board complaint form where it does state that, it references 1.24.820 that is the process that Ms. Fritz just explained that the policy of the city is to try to resolve at the lowest possibly level, but then the board's process is contained in your documentation in policies and procedures is that if the employee is not satisfied with the response at the lower levels that they can go to the head of the division or department and as Ms. Fritz pointed out that was, I guess, agreed to skip that stage. If satisfaction is still not achieved, the complaint may then be presented to the Civil Service Board by forwarding the complaint along with copies of the correspondence to the HR Director and then the Human Resources Director files a report with the Civil Service Coordinator who places the matter on the Board's agenda for consideration. So, that's what happened here, that those steps resulted in the Human Resources Department filing the report for the board's consideration. And now it's made its way to the board and the board is entitled to hear the complaint and you can set a time for that. Then we would go to the complaint process and procedures that are contained in the Municipal Code, which allows the board to call witnesses and the parties to the complaint have the right to be heard and to hold a hearing at a time and place specified and then to issue findings from the board as a result from hearing from everybody you want to hear from on the complaint.

**Board Member Hansen:** Madam Chair.

**Chair Summers:** Board Member Hansen.

**Board Member Hansen:** I understand that you're a very busy person and you're the Assistant Human Resources Director, I believe, right Ms Fritz? So I know you have a lot on your plate in that position and I was wondering when Board Member Heller was talking to you on whether or not there would be someone else in the Human Resources Department that does not have all the responsibilities that you have to conduct the investigation. I know there's a lot of, obviously, you know, you've got a good crew of people working for you and, so, that might be something that you might want to take a look at in the future. And I don't believe, I haven't reviewed the personnel rule on complaints but I think maybe we need to take a look at some point on timelines for the processing of the complaint. Um, because I understand the City's position, but the complainant also has an interest in having their case resolved expeditiously. So if there is some way we can reach some kind of in-the-middle place where we would not harm either party. Then, I'd like us to perhaps take a look at that in the future.

**Chair Summers:** Thank you. Are there other Board comments? (no answer). And I know, Mr. Williams, you are here, did you want to just introduce yourself to the Board. I wouldn't want to have you say too much because we are going to schedule this for a hearing. Mr. Williams?

**Board Member Sexton:** He's still here.

**Chair Summers:** I hear no response so Ms. Hobson..

**Deputy City Attorney Martha Lantz:** I can see him, I think his audio isn't connected.

**Board Member Sexton:** Oh, you can see him?

**Mr. Jared Williams:** Yeah, can you hear me now?

**Chair Summers and Board Member Sexton:** Yes, we can now.

**Mr. Jared Williams:** Okay good. Sorry, apparently I was having microphone issues again. Hi, I am Jared Williams. I work for Tacoma PD, I have been here for over 16 years with the City. I'm looking forward to this process and having my voice being heard on this complaint.

**Chair Summers:** Thank you. And thank you for attending tonight. At this point we are going to schedule that as soon as possible. As you've heard from the Board Members, we think this has taken too long. So we would like to schedule this.

**Mr. Jared Williams:** I agree. I appreciate that. Thank you.

**Chair Summers:** Thank you. So Ms. Hobson, if you would please schedule that meeting, um, for a hearing for Jared Williams and we're going to be busy in the upcoming days. Now, one other thing I'd like to ask and that is when are we ever looking at getting back in the building for our meetings. I would like to have this hearing in person, not over Zoom.

**Assistant Director Fritz:** I can take that question. I don't think we have any answer on that yet. Today we learned during our Employee Town Hall with the City Manager and Utilities Director that we would look and phasing some of our community facing positions, like Customer Service, back into the buildings pending everything stays... continues to decrease in August. And then the remainder of us September and October. I don't think we yet, I don't think I've heard yet any guidance on conducting meetings in person. As soon as we do have information on that we will definitely let you know.

**Chair Summers:** Thank you. I would appreciate that. And I know that I am fully vaccinated, I am concerned about who is and who isn't. I know that may be an issue but we could certainly wear masks and social distance at that podium. We have plenty of room to spread out. So, keep that in mind and please keep us in mind when you look into that.

**Board Member Sexton:** Madam Chair.

**Chair Summers:** Is that Board Member Sexton?

**Board Member Sexton:** Yeah.

**Chair Summers:** Okay, Board Member Sexton.

**Board Member Sexton:** Well, um, the July meeting has been cancelled. So, our next meeting would be the August meeting.

**Chair Summers:** Yes.

**Board Member Sexton:** I would like to see us request the City that our next meeting be in person. Anyone that needs to use Zoom as opposed to meeting in person should still be able to use Zoom I would think. I would hope. But, for the rest of us that are fully vaccinated, there's no reason for us not to meet in person. And, I think that we all know and understand that these meetings work a lot more efficiently when we're all together.

**Chair Summers:** Thank you for that.

**Board Member Sexton:** That's what I would like to see us do.

**Chair Summers:** Thank you Board Member Sexton. Are there other Board Member comments? Board Member Andrews, you've been very quiet. Do you have anything to say tonight?

**Board Member Andrews:** I agree about having this complaint heard in person.

:::Inaudible:::

**Chair Summers:** Thank you. Thank you for that. Are there any other Board comments? Hearing none, the next item on our agenda is Considerations of Matters Set for Public Hearings. Ms. Hobson?

**Considerations of Matters Set for Public Hearings:**

**Wendy Hobson:** None this evening.

**Civil Service Coordinator Report:**

**Wendy Hobson:** None this evening.

**Human Resources Director Report**

**Chair Summers:** Ms. Fritz.

**Assistant Director Fritz:** Hello, thanks. I have a few things to report on tonight. The first being the Workforce Equity Study. Just an update, our consultant – Keen Independent Research – has completed presentations to City Employees, City leadership, Joint Labor Committee, and the Kent City Council and Utility Board in a joint study session. I'm sorry we weren't' able to get them in front of you as the Civil Service Board, but I'm hoping you had a chance to take a look at the report, or watch the video or attend the City Council meeting. If you have any questions about the report or any of their work feel free to reach out to me with questions. So, I wanted to let you know that I am working on the next steps for the review prioritization and plan for the

recommendations they provided. In alignment with all of the other ::::Inaudible::: work in the City. I, of course, invite and would appreciate the Civil Service Board's involvement and input into the next steps. Let me know if you are interested in being involved and at what capacity. So, that is the Workforce Equity Study.

Just a brief update on the Classification and Compensation Study, it has, as I've mentioned before, presumed after a pause due to COVID. They are kind of in the midst of doing their work now. If you are interested, also recently provided an update to the Joint City Council/Utility Board Study Session. So, that is available too, if you missed that meeting.

The other thing that's still in the works is our updated telework policy. So, we've been meeting with the Tacoma Joint Labor Committee. Met with them most recently last week on our recent updates to the policy as we've received a significant amount of feedback. Done all we can to consider all of that feedback and incorporate it where we can. We're hoping to have those discussions wrapped up soon, and then we will be presenting it to our Police Unions that aren't part of the Joint Labor Committee for impact bargaining as well.

And then finally, as you know, Gary Buchanan's official retirement date is coming up here soon, it's June 30<sup>th</sup>. The search for the next Director has started. The job was posted today. It is being managed, the recruitment is being managed by a recruitment firm, Shey-Harding. They're out of Seal Beach, CA. While the recruitment is underway, there is going to be a rotation of members HR Leadership Team. Kind of filling that role until we can fill it permanently. I just wanted to give you an update on that. That concludes my report. Do you have any questions for me?

**Chair Summers:** No, I want to thank you for the information and seeing the waivers that were done from the time of the pandemic and I counted about a dozen. Am I correct in that?

**Assistant Director Fritz:** Yes, if I recall.

**Chair Summers:** Yes, about one a month, yeah. But I wanted to thank you for that information.

**Assistant Director Fritz:** You bet. Absolutely.

**Chair Summers:** Okay, Ms. Lantz is there anything that we need to be concerned about that you know about?

**Deputy City Attorney Martha Lantz:** I don't have any additional information other than what's been shared, so..

**Chair Summers:** Okay. Thank you. Are there comments by the public? Seeing none. Comments by the Board?

**Board Member Hansen:** Yeah, I have a comment. As we all know, Governor Inslee has decided to completely reopen the state by June 30<sup>th</sup>, and I don't know if that's still gonna happen, um, but I was looking around to see if that was still the plan. And I didn't see anything that indicated otherwise. So, given that the Emergency Order lifting

::cannot understand:: creating a blanket waiver for the residency requirement was based on the pandemic. And given the fact that the Governor has said we are back to normal by June 30<sup>th</sup>, then I think we should all take a look at asking the Mayor whether or not that should be lifted by that June 30<sup>th</sup> date. Does that make sense?

**Chair Summers:** It absolutely makes sense to me and would it be proper to ask Ms. Lantz who just got off the hook by saying you have no more information to check in to this for us and find out if because the Emergency Order was put in to place because of the pandemic and we're supposed to be fully open by June 30<sup>th</sup>, if we can please be fully open as a Civil Service Board and get back to conducting business. Can you handle that?

**Deputy City Attorney Martha Lantz:** I can absolutely pass that on, but there's a couple of things that are little bit intermingled there. I just want to make sure that I have it correct. Board Member Hansen's question went directly to the issue of that the Mayor's order during her Declaration of Emergency, during the City emergency, that residency waivers would be deemed granted and would not be brought before the Civil Service Board, so that's one thing. And I am happy to take that message back that it's the Board's opinion, or at least Board Member Hansen's opinion, that that should be readdressed when the Governor's Emergency Declaration is lifted, but, just as a reminder, that authority to make that rule granting the residency waivers belonged to the Mayor. So, technically, even if the Governor's proclamation expires and the City's does not, the Mayor would have to rescind that rule. I will absolutely take that messaging back to her. And, I'm sorry, Ms. Fritz did you have something?

**Assistant Director Fritz:** Yeah, I actually already asked this question, so I might be able to provide some insight. Yes. So, what I understand is typically when the Governor would end a State of Emergency, the City would also typically follow suit. So, as soon as the Mayor, I think there's resolution or something required to end the State of Emergency. So, we anticipate it happening after, shortly after the Governor does it. And in that case, we would go back to sort of normal operations, in which you would all start seeing requests for residency waivers and competitive exam waivers like we did pre-pandemic. So, I don't think there's an action required on your part. I think we just need to wait to see when that Emergency Proclamation will end.

**Chair Summers:** Thank you.

**Assistant Director Fritz:** You bet.

**Deputy City Attorney Martha Lantz:** And I would agree. You know, the lifting of the City's Proclamation by the Board would, by definition, repeal the rule that addresses the waivers. But, the second part of your comment Chair Summers, I just wanted to make sure that I got the full direction, was... I think you said you wanted to get back to being a Civil Service Board. Is that related to a request to find out more about the open public meetings would resume in person? Or were you just echoing Board Member Hansen's concern about the residency waiver?

**Chair Summers:** Part of that was about echoing Board Member Hansen, but, also, the other part is when do we get to get back into the building. I asked that before, so, yes that would be wonderful to try to find out if you can for us.

**Deputy City Attorney Martha Lantz:** Yeah, I can look into that. There is some conversation around that, not just from this body, but from the Elected, the Utility Board, everybody's interested in finding out when public meetings can or will resume. So, I will try to get some clarity around that for you.

**Chair Summers:** Thank you. Are there other comments... Thank you both. Are there other comments from Board Members? Hearing none, if I hear no objections we are adjourned.

**Meeting adjourned:** 5:29 PM

ATTEST:



Beckie Summers, Chair



Wendy Hobson  
Civil Service Board Coordinator



**TO:** Cheryl Bidleman, Human Resources Assistant Director  
**FROM:** Alissa McLain, Human Resources Analyst  
**SUBJECT:** Request for Residency Waiver  
**DATE:** May 21, 2021

In accordance with Tacoma Municipal Code (TMC) 1.24.450, I am requesting a waiver of the residency requirement for Kate Agbayani to the classification of Occupational Intern, Skilled.

***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:	34
1a. City of Tacoma residents:	9
2. Total number of candidates from the eligible list interviewed:	5
2a. City of Tacoma residents	1
3. Total number of City of Tacoma residents hired:	0

The position was advertised on the City's Website, Handshake and SEED.

**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 conducted a 3 week recruitment effort. 41 candidates applied, 7 of whom did not meet the minimum qualifications of this position. From the 34 on the eligible list, 5 candidates were interviewed. Tacoma Power made a job offer to 3 candidates.

Ms. Agbayani has a Bachelor's Degree in Journalism and Media Production. Ms. Agbayani has three years' experience in staff writing, production podcasts and broadcasting. Ms. Agbayani has experience utilizing tools such as: Adobe Premier Pro, Adobe Illustrator, Adobe Photoshop, Adobe InDesign, AVID Media Composer, OBS, Live studio show management, and Radio segment production. Ms. Agbayani's experience with video planning, production, post-production, and audio editing experience will be vital to moving the Communications team forward and achieving Business Unit Goals to advance communication and understanding of strategic work across the organization.

**Recommendation:**

I recommend approval of the request for waiver of the residency requirement for Kate Agbayani to the classification of Occupational Intern, Skilled.

Approved  Date 05/27/21

Cheryl Bidleman, Human Resources Assistant Director



Tacoma

City of Tacoma

Memorandum

**TO:** Cheryl Bidleman, Human Resources Assistant Director  
**FROM:** Alissa McLain, Human Resources Analyst  
**SUBJECT:** Request for Residency Waiver  
**DATE:** April 19, 2021

In accordance with Tacoma Municipal Code (TMC) 1.24.450, I am requesting a waiver of the residency requirement for Anish Adhikari to the classification of IT Analyst, Senior Technical.

**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:	7
1a. City of Tacoma residents:	0
2. Total number of candidates from the eligible list interviewed:	7
2a. City of Tacoma residents	0
3. Total number of City of Tacoma residents hired:	0

The position was advertised on the City's Website.

**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 conducted a two-week recruitment effort. 7 candidates applied, met the minimum qualifications and passed the test to make it on the eligible list. All 7 individuals were interviewed.

Anish has a Bachelors in Computer Information Systems and a Masters degree in Geographic Information Systems. Anish also has over 5 years of experience in information technology work.

While other candidates met the minimum qualifications, Anish's knowledge, education, and experience set him above other candidates. Not only did Anish have specific experience with ESRI products and deploying ArcGIS enterprise; during our interviews Anish was prepared and consistently answered our questions thoughtfully, honestly, and fully. We are confident that Anish will be a valuable contributor to Tacoma Power.

### **Recommendation**

I recommend approval of the request for waiver of the residency requirement for Anish Adhikari to the classification of IT Analyst, Senior Technical

Approved *C.Bidleman* Date 04/19/21  
Cheryl Bidleman, Human Resources Assistant Director



Tacoma  
City of Tacoma

**Memorandum**

**TO:** Cheryl Bidleman, Human Resources Assistant Director  
**FROM:** Alissa McLain, Human Resources Analyst  
**SUBJECT:** Request for Residency Waiver  
**DATE:** May 18, 2021

In accordance with Tacoma Municipal Code (TMC) 1.24.450, I am requesting a waiver of the residency requirement for Allison Campbell to the classification of Occupational Intern, Skilled.

***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:	50
1a. City of Tacoma residents:	12
2. Total number of candidates from the eligible list interviewed:	13
2a. City of Tacoma residents	3
3. Total number of City of Tacoma residents hired:	0

The position was advertised on the City's Website and Handshake.

**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 conducted a 3 week recruitment effort. 50 candidates applied, 6 of whom did not meet the minimum qualifications of this position. From the 50 on the eligible list, 13 candidates were interviewed. Tacoma Water made a job offer to 1 candidate.

Ms. Campbell has a Master's degree in Environmental Studies, holds a Geographic Information Systems certificate and has 9 years' experience working in Environmental Conservation Sustainability and environmental education outreach. Ms. Campbell has vast experience engaging and educating the public on issues related to sustainability, clean energy, and conservation. Ms. Campbell also demonstrated excellent written communication skills that will be beneficial and directly align with projects specific to this role.

**Recommendation:**

I recommend approval of the request for waiver of the residency requirement for Allison Campbell to the classification of Occupational Intern, Skilled.

Approved *C. Bidleman* Date 05/19/21  
Cheryl Bidleman, Human Resources Assistant Director



**TO:** Cheryl Bidleman, Human Resources Assistant Director  
**FROM:** Alissa McLain, Human Resources Analyst  
**SUBJECT:** Request for Residency Waiver  
**DATE:** May 21, 2021

In accordance with Tacoma Municipal Code (TMC) 1.24.450, I am requesting a waiver of the residency requirement for Noah Daheim to the classification of Occupational Intern, Skilled.

***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:	34
1a. City of Tacoma residents:	9
2. Total number of candidates from the eligible list interviewed:	5
2a. City of Tacoma residents	1
3. Total number of City of Tacoma residents hired:	0

The position was advertised on the City's Website, Handshake and SEED.

**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 conducted a 3 week recruitment effort. 41 candidates applied, 7 of whom did not meet the minimum qualifications of this position. From the 34 on the eligible list, 5 candidates were interviewed. Tacoma Power made a job offer to 3 candidates.

Mr. Daheim is currently enrolled in a Bachelor's Degree studying Broadcasting and Integrated Media. Mr. Daheim has a year and a half experience working for his universities bulletin board creating YouTube and Instagram content. Mr. Daheim currently volunteers doing photography, videography and social media work for a local organization. Mr. Daheim has experience utilizing tools such as: utilizing tools such as: Adobe Photoshop, Adobe Lightroom, Adobe Illustrator, Premier Pro CC 2021, After Effects CC 2021, HitFilm Pro, DaVinci Resolve 17, Affinity Designer, Affinity Photo, and Affinity Publisher. Mr. Daheim's experience in video planning, production, post-production, editing, and photography experience will be vital to moving the Communications team forward and achieving Business Unit Goals to advance communication and understanding of strategic work across the organization. Mr. Daheim also is enrolled in the 2021 SEED program.

**Recommendation:**

I recommend approval of the request for waiver of the residency requirement for Noah Daheim to the classification of Occupational Intern, Skilled.

Approved  Date 05/27/21  
Cheryl Bidleman, Human Resources Assistant Director



**TO:** Cheryl Bidleman, Human Resources Assistant Director  
**FROM:** Sarah Due, Human Resources Specialist  
**SUBJECT:** Request for Residency Waiver  
**DATE:** May 14, 2021

In accordance with Tacoma Municipal Code (TMC) 1.24.450, I am requesting a waiver of the residency requirement for Sarah DeGidio to the classification of Water Utility Worker.

***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:	83
1a. City of Tacoma residents:	26
2. Total number of candidates from the eligible list interviewed:	18
2a. City of Tacoma residents	7
3. Total number of City of Tacoma residents hired:	4

The position was advertised on the City's Website.

**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 Water conducted an 11 day recruitment effort. 218 candidates applied, 5 of whom did not meet the minimum qualifications of this position. Of the 213 candidates who met the minimum qualifications, 83 passed our written test to establish an eligible list. From the 83 on the eligible list, 18 candidates were interviewed. Tacoma Water made job offers to 7 candidates.

Ms. DeGidio demonstrated a very positive attitude throughout our process that made her stand out among others. Ms. DeGidio demonstrated professionalism and the ability to work in a team environment. Additionally, Ms. DeGidio demonstrated her eagerness to learn and has experience coordinating stressful and complicated tasks with her coworkers to accomplish various jobs.

**Recommendation:**

I recommend approval of the request for waiver of the residency requirement for Sarah DeGidio to the classification of Water Utility Worker.

Approved



Date 05/18/21

Cheryl Bidleman, Human Resources Assistant Director



**TO:** Cheryl Bidleman, Human Resources Assistant Director  
**FROM:** Alissa McLain, Human Resources Analyst  
**SUBJECT:** Request for Residency Waiver  
**DATE:** May 25, 2021

In accordance with Tacoma Municipal Code (TMC) 1.24.450, I am requesting a waiver of the residency requirement for Lindsay Dupont to the classification of Occupational Intern, Skilled.

***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:	35
1a. City of Tacoma residents:	8
2. Total number of candidates from the eligible list interviewed:	7
2a. City of Tacoma residents	2
3. Total number of City of Tacoma residents hired:	0

The position was advertised on the City's Website and Handshake.

**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 conducted a 2 week recruitment effort. 40 candidates applied, 5 of whom did not meet the minimum qualifications of this position. From the 35 on the eligible list, 7 candidates were interviewed. Tacoma Power made a job offer to 1 candidate.

Ms. Dupont is currently enrolled in a Bachelor's degree studying Environmental Sciences and currently holds a certificate in Geographic Information Systems. Ms. Dupont has experience as a research assistant working on the Steelhead Supplementation Project where she assisted in identification and handling of fish under MS-222 anesthesia. Ms. Dupont also has experience doing environmental education outreach within the community through Foss Waterway Seaport. Ms. Dupont possesses a vast knowledge that will help Tacoma Power within their Natural Resources group. We feel that Ms. Dupont will be an asset to Tacoma Public Utilities.

**Recommendation:**

I recommend approval of the request for waiver of the residency requirement for Lindsay Dupont to the classification of Occupational Intern, Skilled.

Approved



Date 05/27/21

Cheryl Bidleman, Human Resources Assistant Director



**TO:** Cheryl Bidleman, Human Resources Assistant Director  
**FROM:** Alissa McLain, Human Resources Analyst  
**SUBJECT:** Request for Residency Waiver  
**DATE:** April 12, 2021

In accordance with Tacoma Municipal Code (TMC) 1.24.450, I am requesting a waiver of the residency requirement for Brandon Ellington to the classification of Occupational Intern, Skilled.

**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:	24
1a. City of Tacoma residents:	7
2. Total number of candidates from the eligible list interviewed:	9
2a. City of Tacoma residents	3
3. Total number of City of Tacoma residents hired:	0

The position was advertised on the City's Website and Handshake.

**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 conducted a two-week recruitment effort. 27 candidates applied, 2 of whom did not meet the minimum qualifications of this position. Of the 25 candidates who met the minimum qualifications, 9 candidates were interviewed. Tacoma Power extended an offer to Brandon Ellington.

Mr. Ellington recently completed a Bachelor's degree in Network and Social Systems Engineering.

Mr. Ellington has 2.5 years' experience working for their university along with project management, change management and technologies utilized by Tacoma Power. Along with vast experience and knowledge, Mr. Ellington participates in extracurricular activities that will aid to his success at Tacoma Power.

We are confident with Mr. Ellington's experience that he will be an amazing addition to the team.

**Recommendation**

I recommend approval of the request for waiver of the residency requirement for Brandon Ellington to the classification of Occupational Intern, Skilled.

Approved *C. Bidleman* Date 04/15/21  
Cheryl Bidleman, Human Resources Assistant Director



**TO:** Cheryl Bidleman, Human Resources Assistant Director  
**FROM:** Alissa McLain, Human Resources Analyst  
**SUBJECT:** Request for Residency Waiver  
**DATE:** May 21, 2021

In accordance with Tacoma Municipal Code (TMC) 1.24.450, I am requesting a waiver of the residency requirement for Claudia Gomez-Gonzalez to the classification of Occupational Intern, Skilled.

***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:	34
1a. City of Tacoma residents:	9
2. Total number of candidates from the eligible list interviewed:	5
2a. City of Tacoma residents	1
3. Total number of City of Tacoma residents hired:	0

The position was advertised on the City's Website, Handshake and SEED.

**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 conducted a 3 week recruitment effort. 41 candidates applied, 7 of whom did not meet the minimum qualifications of this position. From the 34 on the eligible list, 5 candidates were interviewed. Tacoma Power made a job offer to 3 candidates.

Ms. Gomez-Gonzalez is currently enrolled in a Bachelor's Degree studying Film and Media Studies. Ms. Gomez-Gonzalez has a year and a half experience doing multicultural outreach doing communication and media production work. Ms. Gomez-Gonzalez currently volunteers with a local organization working on their social media content and networking. Ms. Gomez-Gonzalez has experience utilizing tools such as: WordPress, Adobe Creative Suite, Social media campaigns, Website creation, development, Video projects, and Community engagement advocate. Mr. Gomez-Gonzalez has a strong background pairing community outreach with multiple social media channels will assist in the creation, planning, preparation, and launching of various Teams channels to reach specific audiences. Ms. Gomez-Gonzalez also is enrolled in the 2021 SEED program.

**Recommendation:**

I recommend approval of the request for waiver of the residency requirement for Claudia Gomez-Gonzalez to the classification of Occupational Intern, Skilled.

Approved



Date 05/27/21

Cheryl Bidleman, Human Resources Assistant Director



Tacoma  
City of Tacoma

**Memorandum**

**TO:** Cheryl Bidleman, Human Resources Assistant Director  
**FROM:** Alissa McLain, Human Resources Analyst  
**SUBJECT:** Request for Residency Waiver  
**DATE:** May 21, 2021

In accordance with Tacoma Municipal Code (TMC) 1.24.450, I am requesting a waiver of the residency requirement for Catherine Lee to the classification of Integration Developer.

**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:	4
1a. City of Tacoma residents:	0
2. Total number of candidates from the eligible list interviewed:	4
2a. City of Tacoma residents	0
3. Total number of City of Tacoma residents hired:	0

The position was advertised on the City's Website and LinkedIn.

**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 conducted a 3-week recruitment effort. 9 candidates applied, 1 did not meet the minimum qualifications for the position. Of the 8 candidates who met the minimum qualifications, 4 passed the Civil Service test to establish an eligible list. All 4 candidates from the eligible list were interviewed. Tacoma Power made a job offer to 1 candidate.

The Integration Developer position is difficult to fill due to the lack of available and qualified candidates in the market. We advertised on Indeed Tacoma and LinkedIn. We also created a LinkedIn pipeline to search for applicants in the local area with Integration Developer experience. Ms. Lee holds a Doctorate degree in IT, Data Science and has 21 years' of experience in the field of IT/software development. She has extensive SQL experience and expert-level knowledge of R (a language and environment for statistical computing and graphics) that is needed in this role to perform complex data extraction, transformation, and loading. Ms. Lee's expertise in advanced quantitative research methods, ELT/ETL, and computer science will be a key asset in Tacoma Public Utilities ability to build out their data analytics ecosystem.

**Recommendation:**

I recommend approval of the request for waiver of the residency requirement for Catherine Lee to the classification of Integration Developer.

Approved Sherry for \_\_\_\_\_ Date 25 May 2021

Cheryl Bidleman, Human Resources Assistant Director



City of Tacoma

Memorandum

**TO:** Cheryl Bidleman, Human Resources Assistant Director  
**FROM:** Alissa McLain, Human Resources Analyst  
**SUBJECT:** Request for Residency Waiver  
**DATE:** April 26, 2021

In accordance with Tacoma Municipal Code (TMC) 1.24.450, I am requesting a waiver of the residency requirement for Bradley Mitcham to the classification of Systems Power Dispatcher Candidate.

**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:	27
1a. City of Tacoma residents:	2
2. Total number of candidates from the eligible list interviewed:	7
2a. City of Tacoma residents	1
3. Total number of City of Tacoma residents hired:	0

The position was advertised on the City's Website.

**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 conducted a two-week recruitment effort. 56 candidates applied, 23 of whom did not meet the minimum qualifications of this position. Of the 33 candidates who met the minimum qualifications, 6 did not pass the Civil Service test. Of the 27 that made it

to the eligible list, 7 candidates were interviewed. Tacoma Power extended an offer to Bradley Mitcham.

Mr. Mitcham has a Bachelor's degree in Economics/Accounting. Mr. Mitcham has 6 years' experience as a Nuclear Electrician performing, coordinating and supervising primary reactor plants with the US Navy. This background will greatly aide Tacoma Power as a Power Systems Dispatcher Candidate. We feel Mr. Mitcham will be a strong asset to Tacoma Power.

**Recommendation**

I recommend approval of the request for waiver of the residency requirement for Bradley Mitcham to the classification of Systems Power Dispatcher Candidate.

Approved



Date 05/03/21

Cheryl Bidleman, Human Resources Assistant Director



Tacoma

City of Tacoma

Memorandum

**TO:** Cheryl Bidleman, Human Resources Assistant Director  
**FROM:** Alissa McLain, Human Resources Analyst  
**SUBJECT:** Request for Residency Waiver  
**DATE:** April 8, 2021

In accordance with Tacoma Municipal Code (TMC) 1.24.450, I am requesting a waiver of the residency requirement for Christiana Tembo to the classification of Engineer in Training.

**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:	23
1a. City of Tacoma residents:	2
2. Total number of candidates from the eligible list interviewed:	5
2a. City of Tacoma residents	0
3. Total number of City of Tacoma residents hired:	0

The position was advertised on the City's Website.

**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 conducted a two-week recruitment effort. 25 candidates applied, 2 of whom did not meet the minimum qualifications of this position. Of the 23 candidates who met the minimum qualifications, 5 candidates were interviewed. Tacoma Power extended an offer to Christiana Tembo.

Ms. Tembo has an Associate's Degree in Electrical and Computer Engineering and is currently enrolled in a Bachelor's program for Electrical Engineering.

Ms. Tembo has experience with multiple software programs including Homer Pro, MATLAB, AutoCAD, Multisim, Modelsim, Quartus, Ultiboard, and LabView. She also is familiar with computer hardware and language such as Raspberry PI, FPGA, Python, Java, VHDL, and R.

**Recommendation**

I recommend approval of the request for waiver of the residency requirement for Christiana Tembo to the classification of Engineer in Training.

Approved C. Bidleman Date 04/08/21  
Cheryl Bidleman, Human Resources Assistant Director



**TO:** Cheryl Bidleman, Human Resources Assistant Director  
**FROM:** Sarah Due, Human Resources Specialist  
**SUBJECT:** Request for Residency Waiver  
**DATE:** May 14, 2021

In accordance with Tacoma Municipal Code (TMC) 1.24.450, I am requesting a waiver of the residency requirement for Justin Togi to the classification of Water Utility Worker.

**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:	83
1a. City of Tacoma residents:	26
2. Total number of candidates from the eligible list interviewed:	18
2a. City of Tacoma residents	7
3. Total number of City of Tacoma residents hired:	4

The position was advertised on the City's Website.

**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 Water conducted an 11 day recruitment effort. 218 candidates applied, 5 of whom did not meet the minimum qualifications of this position. Of the 213 candidates who met the minimum qualifications, 83 passed our written test to establish an eligible list. From the 83 on the eligible list, 18 candidates were interviewed. Tacoma Water made job offers to 7 candidates.

Mr. Togi has two years' experience as a Utility Worker. Mr. Togi demonstrated a positive attitude throughout the process. Mr. Togi currently works within our community and during the interviews he showed his dedication to helping others through contributing to Tacoma. We believe that Justin will bring a strong work ethic with him to Tacoma Water.

**Recommendation:**

I recommend approval of the request for waiver of the residency requirement for Justin Togi to the classification of Water Utility Worker.

Approved  Date 05/18/21

Cheryl Bidleman, Human Resources Assistant Director



Tacoma

City of Tacoma

**Memorandum**

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**TO:** Cheryl Bidleman, Human Resources Assistant Director

**FROM:** Greg Kenyon, Power Supervisor III  
Alissa McLain, Human Resources Analyst

**SUBJECT:** Request for Waiver of Competitive Examination

**DATE:** April 23, 2021

In accordance with Tacoma Municipal Code (TMC) 1.24.570 Waiver of Competitive Examination, we are requesting a waiver of competitive examination for Nathan Worthington, to be permanently appointed in the Engineering Technician III 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:**

Nathan Worthington, Engineering Technician II

**Engineering Technician III:**

Perform technically advanced sub professional engineering duties in an office or field environment and lead other engineering technicians on assigned projects.

Graduation from high school or equivalent and six years' experience in sub-professional engineering related work; or four years' experience in sub-professional engineering related work and completion of a recognized engineering technology vocational education program which includes computer-aided drafting training; or four years' experience in sub-professional engineering related work and two-years relevant college-level engineering course work.

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

Valid Washington State Driver's License with maintenance thereafter.

N. Worthington  
Page Two

Personal Protective Equipment and Safety Certificate as required with maintenance thereafter.

**Business Need:**

Additional duties that fall under the classification of Engineering Technician III are in need at Tacoma Power. With Mr. Worthington's extensive knowledge, it will be an ideal match.

**Employee Background:**

Mr. Worthington has an Electrical Engineering Technician Associate's degree and has been a City of Tacoma employee since December 2007. Mr. Worthington was originally hired as an Engineer Technician I and promoted into an Engineering Technician II position in January 2015. Mr. Worthington was previously employed as a Lead Repair Technician overseeing production lines and coordinating inventorying. Mr. Worthington has an Electric Distribution Systems certificate and an Instrumentation Process and Control certificate.

**Request:**

Request to waive competitive examination for Nathan Worthington.

**Recommendation:**

An approval of the waiver of competitive examination for Nathan Worthington to be permanently appointed in the Engineering Technician III Classification is recommended.

Approved  Date 04/23/21

Cheryl Bidleman, Human Resources Assistant Director



Tacoma  
City of Tacoma

**Memorandum**

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**TO:** Cheryl Bidleman, Human Resources Assistant Director

**FROM:** Joy Sage, Power Supervisor III  
Alissa McLain, Human Resources Analyst

**SUBJECT:** Request for Waiver of Competitive Examination

**DATE:** May 18, 2021

In accordance with Tacoma Municipal Code (TMC) 1.24.570 Waiver of Competitive Examination, we are requesting a waiver of competitive examination for Eric VanCamp, to be permanently appointed in the Communications Systems Technician III 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:**

Eric VanCamp, Communications Systems Technician III

**Communications Systems Technician III:**

Perform complex and highly technical work at the highest level of end user configuration in the installation, testing and maintenance of communication systems. Operates a variety of specialized tools and test equipment used to ensure assigned systems perform as designed. Assignments may be focused on one or two specific communication systems. Positions in this classification perform all duties in accordance with WAC 296-45; may work independently or be assigned to lead a crew and provide work direction/training to Communications Systems Technicians and other personnel.

Seven (7) years of experience performing skilled and technical duties in the installation, repair, maintenance and operation of a wide variety of communication equipment and systems. College degree or vocational certificate in communication electronics, RF technology or data transport may be substituted for experience on a year-for-year basis.

#### LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS

Depending on position, a valid FCC-approved General Radiotelephone Operator's License (PG) or certification by an industry-approved and FCC-endorsed program by completion of probation with maintenance thereafter may be required. Valid Washington State driver's license at time of application with maintenance thereafter. First-aid /CPR certification by completion of probation with maintenance thereafter. Completion and maintenance of training, following hire, required by WAC 296-45 to work in the vicinity of energized equipment. Must be able to pass background screening for applicable security access and maintain security clearance.

#### **Business Need:**

Additional duties that fall under the classification of Communications Systems Technician III are in need at Tacoma Power. With Mr. VanCamp's extensive knowledge, it will be an ideal match.

#### **Employee Background:**

Mr. VanCamp has a technical degree in Electronic Telephone Computer Systems/Radio Communications and Navigation and has been a City of Tacoma employee since June 2016 in a Communications Systems Technician II role. Mr. VanCamp was previously employed as an IT Communications Technician for the City of Seattle overseeing maintenance and repair of Motorola Smart Zone systems and core equipment. Mr. VanCamp has consistently demonstrated leadership skills and extensive technical expertise in this field.

#### **Request:**

Request to waive competitive examination for Eric VanCamp.

#### **Recommendation:**

An approval of the waiver of competitive examination for Eric VanCamp to be permanently appointed in the Communications Systems Technician III Classification is recommended.

Approved   
Cheryl Bidleman, Human Resources Assistant Director

Date 05/18/21



## Memorandum

**TO:** Cheryl Bidleman, Assistant Human Resources Director  
**FROM:** Alissa McLain, Human Resources Analyst  
**SUBJECT:** List Abolishment Request: Heavy Equipment Mechanic, 5332-20  
**DATE:** April 21, 2021

The following information is provided:

1. Classification title and number of list abolishing: Heavy Equipment Mechanic, 5332-20
2. Type of list: Open
3. Number of people originally on the list: 20                          Number of City of Tacoma residents: 4
4. Number of people hired from list: 3                          Number of City of Tacoma residents: 1
5. Number of people currently on the list: 17                          Number of City of Tacoma residents: 3
6. Number of temporary hires from the list: 0

**7. Minimum Qualifications for Classification and license requirements:**

Graduation from high school or equivalent and one of the following: Four or more years' experience in the repair, overhaul and maintenance of a variety of light, medium and heavy-duty vehicles and heavy power-driven equipment and one of the following: (a) Completion of recognized automotive machinist apprenticeship program, or (b) ASE Master Automobile or Medium/Heavy Truck Technician Certification, or (c) Graduation from an automotive or truck mechanic vocational program; or eight or more years' experience in the repair, overhaul and maintenance of a variety of light, medium and heavy-duty vehicles and heavy power-driven equipment.

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

Valid Washington State Driver's License at time of appointment with maintenance thereafter.  
Valid Washington Class A Commercial Driver's License with appropriate endorsements by the end of probationary period, with maintenance thereafter.  
Employee must furnish their own full complement of hand and pneumatic tools.

**8. Background and hiring needs:**

Three hires were made from this eligible list. Unfortunately, we have vetted this list for other vacancies and of the individuals we requested to interview, the majority declined.

**9. Recommendation:**

Approve abolition of the Heavy Equipment Mechanic, 5332-20

  
Approved, Assistant Human Resources Director

04/26/21

Date

Distribution:  
HR History File



## Memorandum

**TO:** Cheryl Bidleman, Assistant Human Resources Director  
**FROM:** Marisa Tetreault, Human Resources Analyst  
**SUBJECT:** List Extension Request, Customer Accounts Supervisor, 0041-20  
**DATE:** May 5, 2021

Per City of **Tacoma Personnel Rule 1.24.610D**, I am requesting a six-month extension of the Customer Accounts Supervisor list through November 16, 2021.

The following information is provided:

1. Classification title and number of eligible list expiring: Customer Accounts Supervisor, 0041-20
2. Date of list original establishment: May 16, 2020
3. Has this list been previously extended? No
4. Type of list: Open, Rule of 10
5. Expiration date: May 16, 2021
6. Number of people originally on the list: 34      Number of City of Tacoma residents: 14
7. Number of people hired from list: 0      Number of City of Tacoma residents: 0
8. Number of people currently on the list: 34      Number of City of Tacoma residents: 14
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 five years' experience of increasingly responsible technical experience in a customer service environment including supervisory experience or training within the past 10 years.

11. Comments: This list is used to fill vacancies and is also used to determine eligibility for temporary upgrades in Customer Service. This is the first extension of this list.
12. Recommendation: Recommend approval of a six-month extension of the Customer Accounts Supervisor list through November 16, 2021.

Approved, Assistant Human Resources Director

05/05/21

Date

Distribution:  
HR History File