



Agenda
Personnel Committee Meeting
Wednesday, November 30, 2022
Richland City Hall ~ The Parkway Conference Room
625 Swift Boulevard

Committee Members: Lorence, Mai-Windle and Newell

Staff Liaison: Lacey Paulsen

Staff Liaison Assistant: Julie Davis

Regular Meeting - 2:30 p.m.

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

1. Approval of the October 26, 2022 Personnel Committee Meeting Minutes

Communications:

2. Comments from Visitors (Please Limit Comments to 5 Minutes)

Old Business:

New Business:

3. Certification List for Entry Level Police Officer
 - Katie Crusselle, Human Resources Generalist
4. Certification List for Lateral Police Officer
 - Katie Crusselle, Human Resources Generalist
5. Police Sergeant Promotional Testing Process
 - Katie Crusselle, Human Resources Generalist
6. Police Lateral/Exceptional Entry Level Testing Process
 - Katie Crusselle, Human Resources Generalist

Comments and Reports:

7. Personnel Committee Members
8. HR Staff Liaison

Adjournment

The next Personnel Committee Meeting will be scheduled as needed.

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 11/30/2022

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

Subject:

Approval of the October 26, 2022 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on October 26, 2022.

Summary:

Draft meeting minutes from the October 26, 2022 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. Draft - 2022.10.26 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting
Wednesday, October 26, 2022
Richland City Hall – 625 Swift Boulevard
The Parkway Conference Room

Personnel Committee Regular Meeting – 11:00 a.m.

Call to Order/Attendance:

Committee Members Barbara Newell, Anh-Thu Mai-Windle, and Stephen Lorence were present. Also present were Human Resources Director Lacey Paulsen (Staff Liaison), Human Resources Generalist Katie Crusselle, and Human Resources Administrative Assistant II Julie Davis (Assistant Staff Liaison).

Approval of Minutes:

Ms. Newell moved and Mr. Lorence seconded to approve the October 18, 2022 meeting minutes as presented. The motion carried 2-0. (Ms. Mai Windle joined meeting after approval of minutes, and thus was not present to participate in the approval of minutes)

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Lateral Firefighter

Ms. Crusselle informed the committee that the Oral Board Process held on October 25, 2022, for Lateral Firefighter consisted of 4 candidates, and 3 candidates were certified to the list.

Mr. Lorence moved and Ms. Newell seconded the motion to approve the Lateral Firefighter certification list as presented. The motion carried 3-0.

2. Certification List for Paramedic Firefighter

Ms. Crusselle informed the committee that the Oral Board Process held on October 25, 2022, for Paramedic Firefighter consisted of 1 candidate, and 0 candidates were certified to the list. No action was necessary.

Comments and Reports:

3. Personnel Committee Members
None.

4. HR Staff Liaison
Ms. Crusselle informed the committee that the Battalion Chief Promotional Process will take place at the end of May 2023. The next Firefighter Oral Board Process will take place in February 2023. There are currently six Firefighter applicants in the background process and Ms. Crusselle anticipates pulling two more names from the Certification lists.

Adjournment:

Ms. Paulsen adjourned the meeting at 11:04 a.m.

APPROVED:

ATTESTED:

Stephen Lorence, Chair

Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:

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PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 11/30/2022

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:
Certification List for Entry Level Police Officer

Department:
Human Resources

Recommended Motion:
Move to approve the certification list for entry level Police Officer from the oral board process held on November 29, 2022.

Summary:
The certification list for entry level Police Officer from the oral board process held on November 29, 2022, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 11/30/2022

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification List for Lateral Police Officer

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for lateral Police Officer from the oral board process held on November 22, 2022.

Summary:

The certification list for lateral Police Officer from the oral board process held on November 22, 2022, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 11/30/2022

Agenda Category: New Business

Prepared By: Jon Schwarder

Subject:

Police Sergeant Promotional Testing Process

Department:

Human Resources

Recommended Motion:

Move to approve the proposed amended changes to the Police Sergeant promotional testing process.

Summary:

Police Commander, Jon Schwarder, will be presenting the proposed changes to the Police Sergeant promotional testing process.

Attachments:

1. Police Sergeant Testing Process Changes - 2022



RICHLAND POLICE SERGEANT PROMOTIONAL TESTING PROCESS

CURRENT PROCESS	2022 PROPOSED PROCESS
<u>Application Screening:</u> All candidates must complete an online City of Richland application and meet the minimum qualifications listed in the current job description as of the date the application is submitted. <u>Testing Process (Components/Weights):</u> Four (4) components as follows: • Tactical Exercise – 30% • Coaching/Counseling Exercise – 30% • Oral Resume/Interview – 15% • Presentation Exercise – 25% (<i>usually related to a reading assignment assigned at candidate orientation</i>)	<u>Application Screening:</u> All candidates must complete an online City of Richland application and meet the minimum qualifications listed in the current job description as of the date the application is submitted. <u>Testing Process (Components/Weights):</u> The proposed testing process with consist of two phases. Applicants must pass phase one in order to move onto the second phase of testing. Phase 1: Written Test—Pass/Fail • The written test will consist of 50 questions. The written test will consist of true/false, multiple choice, and fill in the blank questions based on the Revised Code of Washington (RCW, Richland Police Department Policy, and the most current copy of the Richland Police Guild Contract). Applicants must receive a score of 80% to pass phase one. Phase 2: (3 components) • Tactical Exercise—35% • Oral Resume/Interview--30% • In-Basket/Squad Briefing Exercise—35%
<u>Comments:</u> The proposed changes are designed to improve and enhance the testing process for supervisory officers within the Richland Police Department. Prior testing methods have identified the need to evaluate supervisory knowledge and understanding of policy, contract, and law. Due to this need, the proposed testing process is sought. The Richland Police Guild has been consulted on this proposal and have provided input and feedback.	



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 11/30/2022

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Police Lateral/Exceptional Entry Level testing process

Department:

Human Resources

Recommended Motion:

Move to approve the proposed amended changes to the Police Lateral/Exceptional Entry Level testing process.

Summary:

Human Resources Generalist, Katie Crusselle will be presenting the proposed changes to the Police Lateral/Exceptional Entry Level testing process.

Attachments:

1. Lateral Police Testing Process - 11.29.2022



RICHLAND POLICE DEPARTMENT POLICE OFFICER – ENTRY TESTING PROCESS

CURRENT PROCESS (2022)	2022 PROPOSED AMENDED PROCESS
<u>Lateral / Exceptional Entry Level / Entry Level</u> <u>Application Screening:</u> Public Safety Testing (PST) conducts initial written and physical agility testing. All candidates pre-qualified with PST are invited to participate in application screening process. Applications will be screened solely on meeting minimum qualifications and automatic disqualifiers. The City will review applications as they are received and will hold oral board processes on an as needed basis. <u>Testing Process (Components/Weights):</u> Two phases of panel interviews: - Ten (10) minute “speed interview” for all applicants that meet minimum qualifications and were not disqualified during screening. This part of the process will be pass/fail. Any applicant that passes this phase moves to the second interview which occurs the following day. - Traditional oral board panel interview worth 100% of the final score. Applicants must receive a score of 70% or higher to be certified to the eligibility list for the position. Exceptional Entry and Lateral Entry applicants would not be required to go through the process with Public Safety Testing (PST) since they are already employed or were previously employed as law enforcement officers. They would be required to complete all required City of Richland employment applications and documents to include a Personal History Statement. Exceptional Entry and Lateral Applications will go through the same testing process as proposed above (Two phases of panel interviews).	<u>Entry Level</u> <u>Application Screening:</u> Public Safety Testing (PST) conducts initial written and physical agility testing. All candidates pre-qualified with PST are invited to participate in application screening process. Applications will be screened solely on meeting minimum qualifications and automatic disqualifiers. The City will review applications as they are received and will hold oral board processes on an as needed basis. <u>Testing Process (Components/Weights):</u> Two phases of panel interviews: 1. Ten (10) minute “speed interview” for all applicants that meet minimum qualifications and were not disqualified during screening. This part of the process will be pass/fail. Any applicant that passes this phase moves to the second interview which occurs the following day. 2. Traditional oral board panel interview worth 100% of the final score. Applicants must receive a score of 70% or higher to be certified to the eligibility list for the position. <u>Lateral / Exceptional Entry Level</u> <u>Application Screening:</u> Applications will be screened solely on meeting minimum qualifications and automatic disqualifiers. The City will review applications as they are received and will hold oral board processes on an as needed basis. <u>Testing Process (Components/Weights):</u> One interview: 1. Traditional oral board panel interview worth 100% of the final score. Applicants must receive a score of 70% or higher to be certified to the eligibility list for the position.
<u>Comments:</u> We have found that holding speed interviews for exceptional entry and lateral candidates is not necessary, as they always pass this interview step. Recruitment for these types of candidates is very competitive amongst the other agencies in our area and having an additional unnecessary interview step is slowing the process of moving candidates forward. We are hopeful that by removing the speed interview step, that we will be able to hold lateral and exceptional processes closer to the time of application, and thus, decrease the chances of losing the candidates to other regional agencies that may have faster hiring processes.	