



Agenda
Personnel Committee Meeting
Thursday, February 22, 2024
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 - 1:30 p.m.

Call to Order/Attendance:

Public Comments: Please limit public comments to 5 minutes per speaker.

Approval of Minutes: (Approved by Motion)

1. Approval of the February 7, 2024 Personnel Committee Meeting Minutes

Old Business:

New Business:

2. Certification List for Exceptional Entry Level Police Officer
 - Carla Friberg, Human Resources Specialist
3. Proposed Company Officer Promotional Process Update
 - Kevin Landon, Battalion Chief

Comments and Reports:

4. Personnel Committee Members
5. HR Staff Liaison

Adjournment

The next Personnel Committee meeting will be scheduled as needed.

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PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 2/22/2024

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

Subject:

Approval of the February 7, 2024 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on February 7, 2024.

Summary:

Draft meeting minutes from the February 7, 2024 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. DRAFT - 2024.02.07 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Wednesday, February 7, 2024

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting – 11:30 a.m.

Call to Order/Attendance:

Ms. Paulsen called the meeting to order at **11:30 am**. Committee Members Stephen Lorence and Barbara Newell were present. Anh-Thu Mai-Windle was absent.

Also present were Human Resources Director Lacey Paulsen (Staff Liaison), Human Resources Specialist Carla Friberg, and Human Resources Administrative Assistant II Julie Davis (Assistant Staff Liaison).

Approval of Minutes:

Mr. Lorence moved and Ms. Newell seconded to approve the January 24, 2024 meeting minutes as presented. The motion carried 2-0.

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Entry Level Police Officer

Ms. Friberg informed the committee that the Oral Board Process held on February 7, 2024, for Entry Level Police Officer consisted of 1 candidate, and 1 candidate was certified to the list.

Ms. Newell moved and Mr. Lorence seconded the motion to approve the Entry Level Police Officer certification list as presented. The motion carried 2-0.

2. Certification List for Exceptional Entry Level Police Officer

Ms. Friberg informed the committee that the Oral Board Process held on February 7, 2024, for Exceptional Entry Level Police Officer consisted of 1 candidate, and 1 candidate was certified to the list.

Mr. Lorence moved and Ms. Newell seconded the motion to approve the Exceptional Entry Level Police Officer certification list as presented. The motion carried 2-0.

Comments and Reports:

3. Personnel Committee Members
None.

4. HR Staff Liaison
Ms. Paulsen provided an update on the status of recruitment for the vacant position on the Personnel Committee. An update on the number of Police Officer and Firefighter vacancies was also provided.

Adjournment:

Ms. Paulsen adjourned the meeting at **11:33 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: 2/22/2024

Agenda Category: New Business

Prepared By: Carla Friberg, Human Resources Specialist

Subject:

Certification List for Exceptional Entry Level Police Officer

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for exceptional entry level Police Officer from the oral board process held on February 21, 2024.

Summary:

The certification list for exceptional entry level Police Officer from the oral board process held on February 21, 2024, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 2/22/2024

Agenda Category: New Business

Prepared By: Kevin Landon

Subject:

Proposed Company Officer Promotional Process Update

Department:

Human Resources

Recommended Motion:

Move to approve the proposed changes to the Company Officer promotional process.

Summary:

Battalion Chief, Kevin Landon, will present proposed changes to the Company Officer promotional process.

Attachments:

1. 2024-02-21 -- RFES Company Officer Promotional Exam - 2024 Proposed Changes



RICHLAND FIRE & EMERGENCY SERVICES DEPARTMENT COMPANY OFFICER PROMOTIONAL PROCESS

CURRENT PROCESS	2024 PROPOSED AMENDED PROCESS
<u>Design, Exercises & Weights:</u> Five (5) components as follows: • Exercise #1 – Written Test/Assignment ○ Pre-Assignment – examples include a reading assignment with a written report or essay. Or a position paper relating to a department or industry topic ○ Exercise weight: 20 % • Exercise #2 – Operations & Critical Thinking ○ Command and control of incident operations and critical thinking skills examined via incident simulations and critical thinking question and answer session ○ Exercise weight: 20% • Exercise #3 – Oral Presentation ○ Presentation of either candidate prepared, or assessment center provided content ○ Exercise weight: 20% • Exercise #4 – Coaching/Counseling ○ Personnel and performance management scenarios either described with candidate responses or enacted with roll players ○ Exercise weight: 20% • Exercise #5 – Oral Board Interview ○ Candidate responses to questions covering a broad topic range ○ Exercise weight: 20%	<u>Design, Exercises & Weights:</u> Four (4) components as follows: • Exercise #1 – Written Test/Assignment ○ Pre-Assignment – examples include a reading assignment with a written report or essay. Or a position paper relating to a department or industry topic ○ Exercise weight: 20 % REMOVED • Exercise #1 – Operations & Critical Thinking ○ Command and control of incident operations and critical thinking skills examined via incident simulations and critical thinking question and answer session ○ Exercise weight: 25% • Exercise #2 – Oral Presentation ○ Presentation of either candidate prepared, or assessment center provided content ○ Exercise weight: 25% • Exercise #3 – Coaching/Counseling ○ Personnel and performance management scenarios either described with candidate responses or enacted with roll players ○ Exercise weight: 25% • Exercise #4 – Oral Board Interview ○ Candidate responses to questions covering a broad topic range ○ Exercise weight: 25%

Amendment Explanation:

Richland Fire & Emergency Services (RFES) is proposing to remove the written test/assignment exercise from the promotional assessment center process for the 2024 Company Officer Promotional Exam Assessment Center.

Impact:

The exercise weight of the written test/assignment exercise would be distributed evenly amongst the remaining exercises. In total that would increase the remaining four exercises from 20% to 25% of the total assessment center. No other substantive changes would occur. No other scoring or weighting elements would be modified or changed.

Reasoning:

Due to an uncharacteristically large candidate pool of eligible personnel, the number of applicants is projected to be significantly larger than previous assessment centers were designed to accommodate efficiently. Historically, the written assignment is pre-assigned approximately 5-6 weeks prior to the assessment center scheduled testing dates and, is typically due the week prior to the scheduled test dates. This written assignment required additional assessors to review and score the written submissions prior to the completion of the testing process. Previous assessment centers would have a candidate pool of up to around ten (10) applicants. The potential predicted large applicant list for 2024 would likely produce a substantial workload for the exercise evaluators. Those evaluators can be better utilized for the assessment center as there will be a significant evaluator need for the remaining exercises.

We feel the intent of the written assignment can be adequately captured within the elements of the presentation exercise. The preparation of presentation materials for the presentation exercise is also typically assigned approximately 5-6 weeks prior to the assessment center test dates. The presentations created by the candidates will be evaluated with similar, and or the same dimensions in relation to the demonstrated communication behaviors and skillsets.

Anecdotally as a side note, the historical overall feedback received regarding the written assignment portion of the exam has not been overwhelmingly positive. There has been stated difficulty for candidates to find the nexus of the written assignment with the critical duties and assignments as a company officer.