



Agenda
Personnel Committee Meeting
Wednesday, March 10, 2021
[Zoom](#) – Public Telephone Access: (206) 337-9723 or (253) 215-8782
Meeting ID No. 861 2950 9204

City of Richland Resolution No. 100-20 temporarily designates virtual locations for all municipal meetings. This meeting will be conducted remotely via Zoom. The public may attend this meeting by accessing the Zoom information provided.

Regular Meeting - 1:00 p.m. via Zoom

Call to Order/Attendance:

Approval of Minutes:

1. Approval of the November 1, 2018 and September 18, 2019 meeting minutes

Communications:

2. Comments from Visitors (Please limit comments to 5 minutes)

Old Business:

New Business:

1. Battalion Chief Promotional Process
- Randy Aust, Fire Battalion Chief
2. Certification Lists for Police and Fire
- Lacey Paulsen, Human Resources Manager

Comments and Reports:

1. Personnel Committee Members
2. HR Staff Liaison

Executive Session:

Adjournment

Richland City Hall is ADA accessible. 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 942-7389.



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 3/10/2021

Agenda Category: Approval of Minutes

Prepared By: Lacey Paulsen, Human Resources Manager

Subject:

Approval of the November 1, 2018 and September 18, 2019 meeting minutes

Department:

Administrative Services

Recommended Motion:

Approve the draft November 1, 2018 and September 19, 2019 meeting minutes.

Summary:

Draft meeting minutes from the November 1, 2018 and September 18, 2019 are presented for the Committee's review and approval.

Attachments:

1. Personnel Committee - Meeting Minutes - 09.18.19
2. Personnel Committee - Meeting Minutes 11.01.18



MINUTES

Richland Personnel Committee Meeting No. 371

Richland City Hall – 625 Swift Blvd. - The Parkway Conference Room 315

Wednesday, September 18, 2019 – 1:30 p.m.

CALL TO ORDER:

Member Stephen Lorence called the meeting to order at approximately 1:30 p.m.

ATTENDANCE:

Committee Members Stephen Lorence and Barbara Newell were present. Also present were Administrative Services Director Cathleen Koch (Staff Liaison) and Human Resources Manager Lacey Paulsen (Assistant Staff Liaison).

APPROVAL OF THE MINUTES:

No previous meeting minutes were reviewed or approved.

COMMUNICATIONS:

1. Written

No comments.

2. Comments from Visitors

No comments.

OLD BUSINESS:

None

NEW BUSINESS:

1. Review applicants and make recommendations for position number two vacancy

Mr. Lorence and Ms. Newell reviewed applications and recommended applicant Michael Simpson. Mr. Simpson has knowledge of unionized environments and experience working with employee concerns and conducting workplace investigations.

The committee reviewed other candidates but they lacked Human Resources experience and had no knowledge of unionized workplaces or how labor unions operate.

COMMENTS AND REPORTS:

1. Personnel Committee Members

None

2. Updates – Human Resources Programs

None

ADJOURNMENT:

Committee Chair Lorence adjourned the meeting at 2:13 p.m.

Submitted by: Human Resources Administrative Assistant Ashley Bronson

Reviewed by: Human Resources Manager Lacey Paulsen

Minutes Approved On: _____

DRAFT



MINUTES

Richland Personnel Committee Meeting No. 370

Richland City Shops – 2700 Duportail, Bldg. 100 – Conference Room 119

Thursday, November 1, 2018 ~ 4:00 p.m.

CALL TO ORDER:

Member Kalen Finn called the meeting to order at approximately 4:06 p.m.

ATTENDANCE:

Committee Members Stephen Lorence and Kalen Finn were present. Also present was HR Director, Allison Jubb and HR Generalist, Lacey Paulsen. (Absent: HR Generalist, Rachell Parker).

APPROVAL OF THE MINUTES:

No previous meeting minutes were reviewed or approved.

COMMUNICATIONS:

1. Written

No comments.

2. Comments from Visitors

No comments.

OLD BUSINESS:

1. Updates – Police (entry/lateral) and Fire Certification Lists

Ms. Jubb updated the Committee on the changes to the entry/lateral police officer and fire fighter certification lists.

NEW BUSINESS:

1. Election of Committee Chair

Ms. Jubb informed the committee members that the first order of business would be to nominate a Chair for the committee. Mr. Finn motioned to nominate Mr. Lorence, Ms. Jubb seconded, and the committee approved. Mr. Lorence was elected to serve as the Chair. Mr. Finn recommended applicant Barbara Newell to fill the vacancy on the Personnel Committee and the committee approved.

2. Police and Fire Entry/Promotional Testing Process

Ms. Jubb provided the committee with an overview of the testing for entry/lateral/promotional exams, specific to Police and Fire. The committee approved the recommendations for both Police and Fire.

COMMENTS AND REPORTS:

1. Personnel Committee Members

None

2. Updates – Human Resources Programs

None

ADJOURNMENT:

Chair Finn adjourned the meeting at 4:52 p.m.

Submitted by: Human Resources Administrative Assistant Ashley Bronson

Reviewed by: Human Resources Manager Lacey Paulsen

Minutes Approved On: _____



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 3/10/2021

Agenda Category: New Business

Prepared By: Randy Aust, Fire Battalion Chief

Subject:
Battalion Chief Promotional Process

Department:
Administrative Services

Recommended Motion:

Summary:
Fire Battalion Chief Randy Aust will be presenting suggested changes to the testing process, scoring and components, for the 2021 Battalion Chief promotional process.

Attachments:
1. Suggested BC Oral Board Process - 2021



RICHLAND FIRE & EMERGENCY SERVICES DEPARTMENT BATTALION CHIEF PROMOTIONAL PROCESS

CURRENT PROCESS	2021 PROPOSED AMENDED 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> Three (3) components as follows: • Pre Assignment – 20% (example: reading assignment with a written report) • Two (2) oral board interviews each worth 40% of overall score. Each oral board process will encompass one or more of the following elements: <i>Operations and Critical Thinking, Coaching and Counseling, Interpersonal Skills Assessment, and Oral Resume.</i> Comments: In an effort to capture a more thorough picture of candidates and how they fit within the departments' organizational vision, we are proposing to amend the current process to the one outlined above. All panels may be made up of internal and external raters and will include both industry and community leaders. There will be no more than six (6) assessors per panel.	<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: • Pre-Assignment – 15% (example: reading assignment with a written report) • <i>Tactical evaluation – 15% used to evaluate candidates' ability to utilize the Incident Command System (ICS), manage resources, and apply critical thinking skills to emergency situations.</i> • Two (2) oral board interviews each worth 35% of overall score. Each oral board process will encompass one or more of the following elements: <i>Operations and Critical Thinking, Coaching and Counseling, Interpersonal Skills Assessment, and Oral Resume.</i> Comments: In an effort to capture a more thorough picture of candidates and how they fit within the departments' organizational vision, we are proposing to amend the current process to the one outlined above. All panels may be made up of internal and external raters and will include both industry and community leaders. There will be no more than six (6) assessors per panel.



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PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 3/10/2021

Agenda Category: New Business

Prepared By: Lacey Paulsen, Human Resources Manager

Subject:
Certification Lists for Police and Fire

Department:
Administrative Services

Recommended Motion:

Summary:
Human Resources Manager Lacey Paulsen will be presenting proposed changes to the current signature and finalization process for certification lists for Police and Fire (civil service) positions.

Attachments: