

Note: City of Richland Resolution No. 100-20 temporarily designates virtual locations for all municipal meetings. The Personnel Committee will meet remotely for this meeting. Members of the public may attend this meeting remotely by calling the phone number provided.



Agenda
Personnel Committee Meeting
Friday, March 18, 2022
Join the Zoom meeting [here](#)
Public Telephone Access: (206) 337-9723 or (253) 215-8782
Meeting ID No. 363 276 1823

Committee Members: Lorence, Mai-Windle and Newell

Staff Liaisons: Lacey Paulsen

Staff Liaison's Assistant: Katie Crusselle

Regular Meeting - 10:30 a.m. via Zoom

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

1. Approval of the March 4, 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 Firefighter
 - Katie Crusselle, Human Resources Generalist
4. Police Officer (Entry, Exceptional Entry, Lateral) Testing Process
 - Jonathan Schwarzer, Police Commander
 - Katie Crusselle, Human Resources Generalist

Comments and Reports:

5. Personnel Committee Members
6. HR Staff Liaison

Adjournment

The next Personnel Committee Meeting will be scheduled as needed.

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 509-942-7389.



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 3/18/2022

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

Subject:

Approval of the March 4, 2022 Personnel Committee meeting minutes

Department:

Human Resources

Recommended Motion:

Approve the minutes of the Personnel Committee meeting held on March 4, 2022.

Summary:

Draft meeting minutes from the March 4, 2022 Personnel Committee meeting are presented for review and approval.

Attachments:

1. Draft- 2022.03.04 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Friday, March 4, 2022

Zoom- Public Telephone Access: (206) 337-9723 or (253) 215-8782

Meeting ID No. 363 276 1823

Personnel Committee Regular Meeting – 10:00 a.m. via Zoom

Call to Order/Attendance:

Committee Members Stephen Lorence, Barbara Newell, and Anh-Thu Mai-Windle were present.

Also present were Human Resources Generalist Katie Crusselle (Assistant Staff Liaison) and Human Resources Administrative Assistant II Julie Davis (Assistant Staff Liaison).

Approval of Minutes:

Ms. Newell moved and Mr. Lorence seconded to approve the January 26, 2021 meeting minutes as presented. The motion carried 3-0.

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Entry Level Police Officer

Ms. Crusselle informed the committee that the oral board process held for Entry Level Police Officer consisted of one candidate, and one candidate was certified to the list.

Ms. Mai-Windle moved and Ms. Newell seconded the motion to approve the Entry Level Police Officer certification list as presented. The motion carried 3-0.

2. Certification List for Exceptional Entry Level Police Officer

Ms. Crusselle informed the committee that the oral board process held for Exceptional Entry Level Police Officer consisted of one candidate, and one candidate was certified to the list.

Mr. Lorence moved and Ms. Mai-Windle seconded the motion to approve the Exceptional Level Police Officer certification list as presented. The motion carried 3-0.

Comments and Reports:

- 3. Personnel Committee Members
None.
- 4. HR Assistant Staff Liaison
Ms. Crusselle mentioned upcoming promotional processes for Company Officer for Fire, and Sergeant for Police.

Adjournment:

Ms. Crusselle adjourned the meeting at 10:06 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: 3/18/2022

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification list for entry level Firefighter

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for Entry Level Firefighter from the oral board process held on March 15, March 16, March 17, 2022.

Summary:

Certification list for Entry Level Firefighter

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 3/18/2022

Agenda Category: New Business

Prepared By: Jonathan Schwarder

Subject:

Police Officer (Entry, Exceptional Entry, Lateral) Testing Process

Department:

Human Resources

Recommended Motion:

Move to approve the suggested changes to the Police Officer testing process.

Summary:

Human Resources Katie Crusselle and Police Commander Jonathan Schwarder will be presenting suggested changes to the testing process, scoring and components, for the Police Officer recruitment.

Attachments:

1. 2022 Proposed Police Testing Process



RICHLAND POLICE DEPARTMENT POLICE OFFICER – ENTRY TESTING PROCESS

CURRENT PROCESS (2018)

Application Screening:

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.

Testing Process (Components/Weights):

- Oral Board Interview - 70% (Pass/Fail Element)
- Oral Presentation - 30%

2022 PROPOSED AMENDED PROCESS

Testing Process:

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.

Comments:

We have found over the past year that with the volume of current police officer vacancies, we are testing more frequently and receiving more applications. The current process requires approximately one hour per applicant. On average less than 60% of the applicants receive a passing score and equates to a significant amount of time being spent with applicants who are not a good fit for the Richland Police Department.

The proposed change will allow the department to interview more applicants in less time and determine how the applicant responds to pressure and competition. This gives both the applicant and department an opportunity to determine fit for the position before moving onto the traditional interview process.

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).