

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
Tuesday, March 22, 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 - 11:00 a.m. via Zoom

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

1. Approval of the March 18, 2022 Personnel Committee Meeting Minutes
 - Lacey Paulsen, Human Resources Director

Communications:

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

Old Business:

3. Police Officer (Entry, Exceptional Entry, Lateral) Testing Process
 - Katie Crusselle, Human Resources Generalist

New Business:

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: 3/22/2022

Agenda Category: Approval of Minutes

Prepared By: Lacey Paulsen, Human Resources Director

Subject:

Approval of the March 18, 2022 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Approve the minutes of the Personnel Committee meeting held on March 18, 2022.

Summary:

Draft meeting minutes from the March 18, 2022 Personnel Committee meeting are presented for review and approval.

Attachments:

1. Draft- 2022.03.18 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Friday, March 18, 2022

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

Meeting ID No. 363 276 1823

Personnel Committee Regular Meeting – 10:30 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 Director Lacey Paulsen (Staff Liaison), Human Resources Generalist Katie Crusselle (Assistant Staff Liaison), Human Resources Administrative Assistant II Julie Davis (Assistant Staff Liaison), and Lieutenant David Neher.

Approval of Minutes:

Ms. Newell moved and Mr. Lorence seconded to approve the March 4, 2022, meeting minutes as presented. The motion carried 3-0.

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Entry Level Firefighter Process

Ms. Crusselle informed the committee that the oral board process held on March 15, 16, and 17, 2022, for entry level Firefighter consisted of twenty-six candidates. Thirteen candidates were certified to the merged certification list.

Ms. Mai-Windle moved and Ms. Newell seconded the motion to approve the entry level Firefighter certification list as presented. The motion carried 3-0.

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

Ms. Crusselle and Lieutenant Neher presented suggested changes to the testing process, scoring and components, for the Police Officer recruitment process. Ms. Mai-Windle recommended the process be updated with clarification that the application screening component would remain in the 2022 process. The committee agreed to postpone approval of the amended changes to the testing process until the document is updated to reflect their preferred clarification.

A follow-up meeting will be held to review and approve the updated changes to the Police Officer testing process.

Comments and Reports:

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

Adjournment:

Ms. Paulsen adjourned the meeting at 10:51 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: 3/22/2022

Agenda Category: Old Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

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

Department:

Human Resources

Recommended Motion:

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

Summary:

Human Resources Generalist Katie Crusselle will be presenting the amended changes to the testing process, scoring and components, for the Police Officer recruitment, which were first presented at the March 18, 2022, Personnel Committee meeting.

Attachments:

1. 2022 Proposed Police Officer Testing Process-Amended



RICHLAND POLICE DEPARTMENT POLICE OFFICER – ENTRY TESTING PROCESS

CURRENT PROCESS (2018)	2022 PROPOSED AMENDED PROCESS
<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> - Oral Board Interview - 70% (Pass/Fail Element) - Oral Presentation - 30%	<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>Comments:</u> 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).