



**REGULAR MEETING OF THE CIVIL SERVICE COMMISSION  
MINUTES – FEBRUARY 21, 2023**

**1. CALL TO ORDER/ROLL CALL**

Meeting called to order at 9:31 a.m.

All Commissioners were present except Commissioner Hult and Stephens who have an excused absence.

**2. APPROVAL OF MINUTES**

- a. January 17, 2023, Minutes

*MOTION:* Move to approve the Minutes from January 17, 2023

Palmerton/Gilmore: Motion passed unanimously

- b. January 24, 2023, Minutes

*MOTION:* I would move to accept the minutes as presented

Gilmore/Palmerton: Motion passed unanimously

**3. CHIEF EXAMINER UPDATE**

Chief Examiner Person gave updates on Civil Service news

- a. Currently working on Rule 5 for Rule Review - 4 rules left to review. Expect full presentation of changes before end of year.
- b. New HR Director starting next week – introduction at next Commission meeting
- c. Colin Martin, Exam and Classification Analyst III is leaving for City of Portland
- d. Process of hiring Marketing Coordinator for Civil Service – Tentatively May 2023

**4. NEW BUSINESS**

- a. Reclass Request for Kim Anderson from a Clerk III to a Clerk IV
  - i. Job survey determined she is working at Clerk IV level.
  - ii. She was previously reclassified in 2016 to a Clerk III and sighting Rule III Section 6b – must be approved by Civil Service Commission.
  - iii. Management and Labor are aware and support this reclassification.
  - iv. Commissioner Lindsay asked if there was some inherent problem with the process in the department.
  - v. Chief Examiner Pearson stated that over time the work has changed, and more responsibility has been placed and she now supervises subordinate staff.
  - vi. Commissioner Gilmore asked questions regarding the process at the Police department which were answered by Chief Examiner Pearson.
  - vii. Commissioner Gilmore wants to make sure this does not happen again.
  - viii. Commissioner Lindsey asked how we keep this from happening again which was answered by Chief Examiner Pearson
  - ix. Commissioner Lindsey asked City Attorney Piccolo if there was any legal difficulty in having the Chief Examiner following up on reclassifications: Attorney Piccolo stated there was not
  - x. Commissioner Gilmore stated that we approve this reclassification with the

understanding that Civil Service will monitor the situation and test.

*MOTION:* I move we accept it and grant the reclassification

Palmerton/Gilmore: Motion passed unanimously

b. Findings of Fact, Conclusions of Law, and Decision in the C. Conrath Appeal

Tabled to the next Commission meeting as all the Commissioners present for the Appeal are not present for the voting.

*MOTION:* I will move to adjourn Item 4B until the Commission meets again next month

- i. City Attorney Piccolo stated that the Appeal is finished, and the decision has been made, this is just to approve the written findings and two of the four Commissioners that were present at the appeal are not present today – no harm in continuing this until the next meeting.
- ii. Commissioner Gilmore asked that everyone concerned knows the result and this is not holding anybody up which - was answered by the Commission.

Palmerton/Gilmore: Motion passed unanimously

## 5. OTHER BUSINESS

## 6. ADJOURN

*MOTION:* I would move to adjourn

Gilmore/Palmerton

Meeting adjourned at 9:46

**Note:** The meeting is open to the public, with the possibility of the Commission adjourning into executive session.