



Civil Service Commission Meeting Agenda

This Civil Service Commission meeting will be held virtually via Zoom using this link: <https://bit.ly/49p12h8>. To listen by phone, call 253-215-8782 and enter webinar ID 891 4532 4013 and passcode 489760.

Written comments will be accepted at info@puyallupwa.gov until 8:00 a.m. and be distributed to the Civil Service Commission prior to the meeting.

Friday, February 7, 2025

9:00 AM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

1. ROLL CALL

2. APPROVAL OF THE AGENDA

3. CONSIDERATION OF MINUTES

3.a Pg. 2- Approval of the January 16, 2025 minutes
[January 16, 2025 Minutes](#)

4. NEW BUSINESS

4.a Pg. 5- Approval of a Corrections Sergeant Promotional Eligibility List

4.b Pg. 6- Approval of a Blended Lateral Police Officer Eligibility List

5. CHIEF'S REPORT

6. CHIEF EXAMINER'S REPORT

7. COMMISSIONER'S COMMENTS

ADJOURNMENT

The City of Puyallup does not discriminate on the basis of disability in any of its programs, activities, or services. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Puyallup should contact the City Clerk's Office (253-841-4321, info@puyallupwa.gov) as soon as possible but no later than 48 hours before the event.

**City of Puyallup
Civil Service Commission
January 16, 2025**

COMMISSIONERS PRESENT: Chair Dan Smith, Vice Chair Ed Knutson, Commissioner Brian Spracklen, Commissioner Scott Case

STAFF MEMBERS PRESENT: Human Resources Director/Chief Examiner Katie Ortega, Chief of Police Scott Engle, Administrative Clerk Yessenia Abarca

CALL TO ORDER: Chair Smith called the meeting to order at 9:00am.

APPROVAL OF THE AGENDA

A motion was made by Commissioner Spracklen, and seconded by Vice Chair Knutson, to approve the agenda. The motion passed 4-0.

APPROVAL OF MINUTES

A motion was made by Commissioner Spracklen, and seconded by Vice Chair Knutson, to approve the December 20, 2024 minutes. The motion passed 4-0.

NEW BUSINESS

Approval of a Police Sergeant Promotional Eligibility List

Chief Examiner (CE) Katie Ortega reported that one sergeant position is currently open, with possible additional openings in the upcoming year. The previous sergeant eligibility list expired in January 2025. Public Safety Testing (PST) was contracted to conduct a new sergeant assessment center, as they have done for several previous processes. CE Ortega detailed the assessment process, which included a workplace rating of candidates by their current sergeants and an assessment center with four real-life scenarios: prioritizing an inbox of various issues with verbal summation, holding an employee coaching and counseling meeting, role-playing a meeting with a community member, and a critical thinking exercise simulating decision-making and assessment skills. Initially, seven officers applied, but one candidate dropped out. PST hosted a candidate workshop via Zoom to prepare candidates for the process. Six candidates participated in the assessment center held on January 8th at City Hall. Twelve assessors and role players from outside local agencies, all of sergeant rank or higher, rated the candidates. Participating agencies included Pierce County, King County, Kent, Lakewood, Auburn, Federal Way, Enumclaw, Bonney Lake, and Sumner. All six candidates passed with a score of 70% or higher. The eligibility list was presented in order of score as follows:

1. Nathan Jendrick
2. Eric Olson
3. Gregory Reiber
4. Seth Habeck

5. Tracie Lyons
6. Jonathan Skelton

Commission Action: A motion was made by Commissioner Spracklen, and seconded by Vice Chair Knutson, to approve the Police Sergeant Promotional Eligibility List. The motion passed 4-0.

Approval of a Blended Entry Level Corrections Officer Eligibility List

CE Ortega reported that there were currently three corrections openings, with one entry-level candidate hired but unable to start until March due to military commitments. Additional openings were anticipated for the year. CE Ortega mentioned that they had attempted to schedule advanced corrections interviews, but one applicant declined due to scheduling conflicts, and another was a no-show. Four entry-level corrections officer interviews were held on December 21st, with three assessors on the interview panel. Three candidates passed with a 70% or higher score, and one failed. Additional interviews were held on January 6th, where three scheduled candidates withdrew, and five interviews were conducted. Four of these candidates passed, and one did not achieve a passing score. In total, seven passing candidates were added to the blended list in order of score:

1. Andrew Fuccillo
2. Justin Flores*
3. Selina Wells*
4. Zach Cullers*
5. Daniel Chang
6. Marques Santos
7. Adam Davis
8. Brandon Stacy
9. Daniel Britton
10. Wesley Akeli

*Name(s) will expire as of 8/22/25, which will be one year on the list.

Commission Action: A motion was made by Commissioner Spracklen, and seconded by Vice Chair Knutson, to approve the Blended Entry Level Corrections Officer Eligibility List. The motion passed 4-0.

CHIEF'S REPORT

Chief Engle thanked the Commission for their flexibility in scheduling around the promotional list. He mentioned that corrections sergeant testing would be held at the end of the month. Chief Engle expressed pride in the officers who took the sergeant's test, noting that everyone passed. He commended the HR staff, particularly CE Ortega, for conducting an excellent process. Chief Engle again appreciated the Commission's flexibility and timeliness, which allowed the department to start the lengthy interview process with the leadership team and candidates immediately.

CHIEF EXAMINER'S REPORT

CE Ortega reported on the upcoming corrections sergeant promotional process scheduled for January 29th, which Public Safety Testing will administer. Three candidates were set to go through this process. CE Ortega announced that the next meeting date would be February 7th at 9:00 AM, noting the schedule was slightly off due to holidays. She mentioned upcoming interviews for various city commissions and boards, including the search for a fifth commissioner for their commission. The new commissioner, if appointed, would start after the first Wednesday in March.

COMMISSIONER COMMENTS

Chair Smith encouraged people interested in the city to consider joining various commissions, noting it was a good way to learn more about the city and contribute to its well-being.

ADJOURNMENT – 9:12am.

DRAFT



Civil Service Commission Agenda Item Report

Submitted by: Katie Ortega
Submitting Department: Human Resources
Meeting Date: February 7, 2025

Subject:

Pg. 5- Approval of a Corrections Sergeant Promotional Eligibility List

Presenter:

Katie Ortega

City Strategic Plan Goal Category:

Safe Community



Civil Service Commission Agenda Item Report

Submitted by: Katie Ortega
Submitting Department: Human Resources
Meeting Date: February 7, 2025

Subject:

Pg. 6- Approval of a Blended Lateral Police Officer Eligibility List

Presenter:

Katie Ortega