



City of SeaTac Civil Service Commission Minutes of Meeting held on Monday, June 13, 2011

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Terry Anderson

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Councilmembers
Rick Forschler
Tony Anderson
Ralph Shape
Pam Fernald
Mia Gregerson

Interim City Manager
Todd Cutts

City Attorney
Mary Mirante Bartolo

City Clerk
Kristina Gregg

1. Call to Order

The regularly scheduled meeting of the SeaTac Civil Service Commission for Fire Department Employees was called to order at 3:30 p.m. on Monday, June 13, 2011. The meeting was held at SeaTac City Hall in conference room 128, located at 4800 South 188th Street, SeaTac, WA 98188.

COMMISSIONERS PRESENT: Commissioners Donna Thomas, Erin Sitterley and Richard Jordan

STAFF PRESENT: Chief Jim Schneider, Assistant Chief Brian Wiwel, Assistant City Attorney Julia Yoon, Firefighter Kevin Rojecki, Stephanie Johnson and Alyne Hansen

2. Public Comment

None.

3. Regular Business

a) APPROVAL OF MINUTES

Motion: Commissioner Sitterley made a motion to approve the Minutes of the Civil Service Commission's May 9, 2011 meeting. Commissioner Jordan seconded the motion. Motion passed.

b) BATTALION CHIEF PROMOTIONAL EXAMINATION

- i. Chief Schneider presented reasons to eliminate the written portion of the Battalion Chief promotional examination and replace it with a behavioral portion. He indicated this was a superior test of skills needed for a Battalion Chief or Captain. The skills needed most reported for these positions are honesty, ethics and interpersonal communications. He believes the behavioral element does a better job of capturing these skills than a written.

Julia Yoon indicated there is no legal reason to prevent eliminating the written portion of the exam, other than candidates need to know how to contest the behavioral portion results.

- ii. Chief Schneider introduced guest speakers, Terry Kerwood and Ron Hiraki, as they will address the commission on the behavioral based interview and assessment center processes.
- iii. Chief Wiwel discussed how SeaTac's examination process compared to Kent's. The Regional Authority consortium will set up the digital

simulation of a fire incident, using Valley Communication Center. The assessors for this portion of the exam will have prepared questions about the simulation and evaluating the candidates responses.

- iv. Mr. Kerwood discussed the behavioral portion of the exam and his experience in administering this type of test. First, he conducts a survey of all SeaTac firefighters on what they deem important for a Battalion Chief. Then he reviews the results with subject matter experts. After receiving those results, 10-15 elements are developed, and some portions may be part of the oral, behavioral or tactics sections of the exam. After the competency statements are developed, he writes test questions based on these competencies.
- v. Mr. Hiraki presented information on the Assessment Center portion of the exam. He discussed the elements combined to form the dimensions used to test candidates.

Firefighter Rojecki stated Joint Labor/Management was fully behind this combination for testing, as it follows Kent's examination process.

- i. Chief Wiwel reviewed the draft Battalion Chief announcement with the Commission.

Motion: Commissioner Jordan made a motion to eliminate a written test for this Battalion Chief promotional examination, add a behavioral element and approve the job announcement identifying such as written. Commissioner Sitterly seconded the motion. Motion passed.

c) CIVIL SERVICE COMMISSIONER VACANCY

Ms. Johnson reported no further applications were received, but with the City Manager and City Clerk's offices, they will continue to advertise for the vacancy.

d) OTHER ITEMS FROM COMMISSION MEMBERS

None.

4. Next Meeting

The next regularly scheduled meeting will be held on Monday, July 11, 2011 at 3:30 p.m. at SeaTac City Hall, Conference Room 128.

5. Adjournment

The Meeting adjourned at 4:42 p.m. These minutes are excerpts of the Civil Service Commission Meeting. No audio recording of the meeting was made.

Prepared by:
Alyne R. Hansen
Assistant Chief Examiner for the Civil Service Commission
APPROVED on July 11, 2011