

Roseville Police Civil Service Commission Meeting
Monday, February 23, 2009
5:00 pm
Balsam Conference Room
Roseville City Hall

Members Present:

Commissioners Linda Lange, Teresa Bailey, Mary Jean Turinia Anderson

Others Present:

Mr. Richard Houck, Captain Rick Mathwig

Chair Linda Lange called the meeting to order at 5:00 pm. She welcomed former Commissioner Richard Houck to the meeting. Houck indicated he wanted to discuss follow-up to his request in early 2008, that qualifications for the Captain and Deputy Chief positions be clearly delineated in writing and that the testing/selection process for these positions be clarified. He said that to his knowledge this still remains to be done. The Commission had discussed the matter with Chief Carol Sletner during Houck's tenure as Commission Chair. In response, the Chief had committed to ensuring that the qualifications/requirements/hiring process for these positions would be established in writing. Capt. Mathwig agreed that this discussion had occurred and said that Chief Sletner was working on completing this task.

Approval of July 14, 2008, Meeting Minutes

Lange referred to the agenda, noted that today's meeting is considered the Commission's annual meeting and asked for approval of the July 14, 2008 meeting minutes. The Commission approved the minutes as written. There was discussion of which Commissioner would take notes of the meeting. Turinia Anderson agreed to take today's notes. She indicated that she has been secretary/recorder since joining the Commission/during both terms of appointment and would prefer that someone else now take on this responsibility. Bailey indicated that she would prefer not to be the recorder. No city staff is available to attend meetings and function as recorder. However, as a possible resolution, Capt. Mathwig offered to bring a laptop to future meetings. Bailey will try to take notes using the laptop which would then be passed along to staff for finalizing.

Certification of the Police Entry Level Eligibility List

The remaining agenda item was discussed, certification of finalists for a vacant Entry Level Police Officer position. (Refer to *Fall 2008 3rd Level Interview Schedule/Score* document). Finalists are Sandy Klabachek and Joseph Cox. As a new Commissioner, Bailey asked for clarification regarding how the list was established and main elements of the selection process. Discussion followed with a detailed explanation by Capt. Mathwig of the recruiting and hiring process for entry level positions. Positions are open for a four week period & applicants must be POST Board certified, having completed a requisite law enforcement training program. He distributed specific point-based questions/forms that were used during the hiring process, including an initial employment application, a supplemental application, a screening sheet, first, second and third panel interview formats. A physical testing process, internally validated, is also conducted. These steps are followed by a background check and an interview with the Chief. For the subject process, there were 150 applicants, 50 of whom were interviewed. Although the two finalists are ranked, if the Commission certifies the list, either of the two candidates can be hired. As there is currently a hiring freeze, in the event the position is not filled and a future vacancy opens, a new recruitment/selection process would be conducted. Mathwig noted that there is a different process for promotional positions, using outside consulting firm PDI (Personnel Decisions Inc). After further discussion, the Commission voted to certify the list.

Bailey asked whether affirmative action hiring goals are part of the recruiting/selection process. Mathwig indicated that there is on-going effort to reflect demographics of the community. Turinia Anderson asked if goals are based on a statistical analysis of Roseville or Metro Area demographics. There was brief discussion that goals and statistical analysis are most likely based on the Metro Area population. Rather than a written affirmative action plan, the goals for attaining a representative workforce are encompassed in the City's written policy statements.

Adjournment:

There being no further business, the meeting adjourned at 5:51 pm.

Respectfully Submitted,

Mary Jean Turinia Anderson
Commissioner
Secretary/Recorder