

**MINUTES  
OF A REGULAR MEETING OF  
LAKEWOOD CIVIL SERVICE COMMISSION  
MAIN AUDITORIUM  
TUESDAY, SEPTEMBER 16, 2025  
5:00 P.M.**

Meeting called to order at 5:01 p.m.

- I. Present: Commissioners John Mills, and Nathaniel Szep, and Secretary James Motylewski.

Also present: Human Resources Director Claudia Dillinger, Captain William Albrecht and Karen Peterson (Public Works Project Manager applicant).

- II. Reading and disposal of the minutes of the regular Civil Service Commission meeting held via ZOOM on August 19, 2025, without the necessity of reading.

Motion by John Mills, second by Nathaniel Szep, to approve the minutes of the regular Civil Service Commission meetings held via ZOOM on August 19, 2025, without necessity of reading.

Ayes: 2

Nays: 0

Motion: Passed unanimously.

- III. Old Business: None

- IV. New Business:

1. Request to conduct promotional testing for the positions of Police Captain, Police Lieutenant, and Police Sergeant in the Fiscal Year 2026. The eligible lists for these ranks have all expired. Starting the examination process now will ensure that new eligibility lists will be in place to effectively manage the City's future employment needs.

Captain William Albrecht informed the Commission that due to the retirement of a Captain in 2026, there will need to be promotional examinations for the ranks of Captain, Lieutenant, and Sergeant, due to these eligible lists being expired.

Captain Albrecht and Chief Kevin Fischer would like to start the processes of vendor selection for companies who would be able to conduct assessments for all three positions and well as for companies who would be able to provide a written

Motion by John Mills, second by Nathaniel Szep, to conduct promotional testing for the positions of Police Captain, Police Lieutenant, and Police Sergeant in the Fiscal Year 2026.

Ayes: 2

Nays: 0

Motion: Passed unanimously.

2. Review the updated job description for the position of Human Services Program Manager.

The Department of Human Services has updated the Human Services Program Manager job description to better reflect the needs of our Community-Based Services initiative. This is an update to a job description that already exists within the department.

Motion by John Mills, second by Nathaniel Szep, to approve the updated job description for the position of Human Services Program Manager.

Ayes: 2

Nays: 0

Motion: Passed unanimously.

3. Conduct a Non-Competitive Examination for the position of Public Works Project Manager. A minimum score of 80% is required to be placed on the eligible list.

Motion by John Mills, second by Nathaniel Szep, to enter into executive session to conduct a non-competitive examination for the position of Public Works Project Manager, with a minimum score of 80% to be placed on the eligible list, in accordance with Article 4, Section 411 of the Civil Service Rules & Regulations.

Roll Call:

John Mills- Yes

Nathaniel Szep- Yes

Terry Vincent- Absent

*Enter Executive Session: 5:09 p.m.*

*Exit Executive Session: 5:21 p.m.*

We are now returning to the open session.

4. Certification of non-competitive exam given to **Karen Peterson**, who received a passing score, for the position of Public Works Project Manager

Motion by John Mills, second by Nathaniel Szep, to certify the eligible list for the position of Public Works Project Manager, to be in effect for one (1) year in accordance with Article 5 of the Civil Service Rules & Regulations.

Ayes: 2

Nays: 0

Motion: Passed unanimously.

V. Adjournment:

Motion by Nathaniel Szep, second by John Mills, to adjourn the meeting.


Ayes: 2

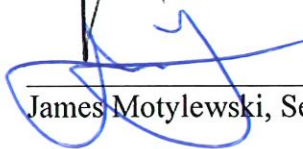
Nays: 0

Motion: Passed unanimously.

Meeting adjourned at 5:22 p.m.

Respectfully submitted,

  
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President

  
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James Motylewski, Secretary

12-16-25  
Date