

Welcome to Civil Service



This position is classified as Civil Service. What is Civil Service?

Civil Service is an independent branch of City of Pasco responsible for ensuring individuals are employed on the basis of professional merit as demonstrated by competitive examinations. The Civil Service Commission is made up of 3 community members, assisted by Human Resources staff, who have the privilege and responsibility to safeguard the integrity of the hiring process by keeping job opportunities free from political influence and ensure fair and equitable hiring practices for all Civil Service positions.

Competitive examinations verify that candidates have the qualifications and appropriate skills to perform the jobs they apply for, and positions are earned on the basis of individual merit. Job experts are involved to help create competitive exams for candidates to show their abilities. Candidates who pass the exam are objectively ranked for consideration by Civil Service and placed on an eligible list. A hiring manager will interview, conduct background investigations, and hire from the eligible list.

How long is the process?

The hiring process can take anywhere from 1 month to 4 months to complete, depending on the position. It is always recommended to not put in notice with your current employer until you have been provided verbal confirmation that your conditions have been met and you have a confirmed start date.

Oral Board: What to Expect

What is an oral board?

Oral Board is a title used for a structured interview examination that is 30 minutes in length. An oral test is normally used to evaluate knowledge and abilities not easily tested by other means.

What do you mean by a “structured interview”?

The interview questions are carefully constructed to be job related and to evaluate specific competencies required for successful job performance. Department subject matter experts are part of the committees formed for development of structured interviews. To ensure consistency, the same set of questions is asked of each candidate being interviewed. One panel is used to evaluate the full group of candidates. A scoring system is developed in advance, and evaluators are trained in the predetermined criteria and rating scale used for scoring.

How are the panelists chosen to conduct the interviews?

A minimum of two and preferably more panelists will be used, and they will be knowledgeable in the fields or subjects being tested. Civil Service coordinates with department subject matter experts, and management on the selection of panelists/oral board members.

How should I prepare?

Think about how you would prepare and present yourself if you were to interview for the job you are applying for. The key is to answer all parts of the question being asked and ensure that you have an example when you are asked for one. You will receive brief instructions at the beginning of the oral board. You can ask for questions to be repeated during the interview if needed, but questions will not be elaborated on. We want you to be as comfortable as possible so that you can do your best and minimize nervousness.

Still have questions?

Contact Delaney Tucker if you have any questions!

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