

Pacific County Civil Service Commission
REGULAR MEETING
Tuesday, February 27, 2018

In Attendance: Chair Joe Basil, Mike Shults, Chief Deputy Prosecutor Eric Weston,
Chief Civil Deputy Denise Rowlett, Commissioner Lisa Olsen, And Chief
Examiner/Secretary Amanda Bennett Absent: Vice Chair Bob Jones

- I. Meeting called to order by Mike Shults at 3:00 pm
- II. Mike Shults moved to accept the minutes of January 16, 2018
 - a. Seconded by Joe Basil; 2 AYE 0 NAY CARRIED
- III. Examiners Report
 - a. New Hire for Corrections Officer beginning 3/1/2018
 - b. Update on Employee List
 - i. Removed Scott McDougall from "Exempt" due to position appointed by Inter-local Agreement between Sheriff and PCEMA Board- not by RCW
 - c. Disqualification of Eligibles
 - i. One ELCO applicant requested to be removed from register
 - ii. Canvassing Letters sent to Clerk Secretary applicants
 1. Three remained; only one responded
 2. Two non-responsive removed per Rule 9.09D
 - iii. Request to extend Clerk Secretary Register with one name for one more year
 1. Mike Shults moved to extend Clerk Secretary register
 2. Seconded by Joe Basil; 2 AYE 0 NAY CARRIED
 - d. Rule 8.04 Open Ended Recruitment
 - i. Mike Shults moved to amend Rule 8.04 to follow language presented
 1. Seconded by Joe Basil; 2 AYE 0 NAY CARRIED
 - e. Rule 10.03 Classification
 - i. Mike Shults moved to amend Rule 10.03 to change Rule of 5 back to Rule of 3
 1. Seconded by Joe Basil; 2 AYE 0 NAY CARRIED
 - f. ELCO/LCO Registers
 - i. Mike Shults moved to certify the presented Entry Level Correction Officer register
 1. Seconded by Joe Basil; 2 AYE 0 NAY CARRIED
 - ii. Mike Shults moved to certify the presented Lateral Correction Officer register
 1. Seconded by Joe Basil; 2 AYE 0 NAY CARRIED

- iii. Amanda notified board of re-opening the examination for both positions as there is still an additional vacancy and the registers are not complete
 - g. Update on Sergeant Testing
 - i. Last meeting the Sheriff requested research into testing for Sergeant position
 - ii. Past Practice: turn in application packet, written portion of testing was an outline and summary of an oral presentation weighted as 30% of total score, prepare a 5-10 minute presentation addressing view of the position of Sergeant, its relationship to the Pacific County Sheriff's Office, staff and other law enforcement agencies and our citizens and finally an oral board evaluation
 - iii. We have located three written exams with IPMA-HR and are reviewing
 - 1. Sheriff requested delay to request for examination until review of written tests was completed
 - iv. Bulletin and Job Description did not match
 - 1. Discussed experience with Sheriff- had requested to change job description from 4 years to 3 years as active Deputy
 - 2. Include Marine Patrol in special assignments
 - 3. Referenced RCW to reading/writing English in "Knowledge, Skill and Abilities"
 - 4. Added "if applicable" in regards to lead workers
 - 5. This has been sent to Teamsters Union Representative for review as job descriptions are part of the CBA with PCSO
- IV. PACCOM/ E911
 - a. 12th telecommunicator started employment
 - b. Moving forward with basement project to move dispatch into Courthouse Basement
- V. CORRECTIONS
 - a. 1 vacancy filled; 1 vacancy still available for hire
- VI. SUPPORT SERVICES
 - a. Closed Fridays for administration due to reduction in hours
- VII. SHERIFF
 - a. None
- VIII. Executive Session
 - a. None
- IX. OTHER BUSINESS
 - a. None

Closed Meeting at 3:20 pm

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Absent e signing

Joe Basil, Chair

ABSENT

Bob Jones, Vice Chair

Mike Shults

Mike Shults

Amanda Bennett 3/20/18

Amanda Bennett, Secretary