

**Pacific County Civil Service Commission**  
**REGULAR MEETING**  
**Tuesday, January 15, 2019**

In Attendance: Chair Bob Jones, Vice Chair Mike Shults, Commission Joe Basil, Sheriff Robin Souvenir, Chief Civil Deputy Matt Padgett, Chief Examiner/Secretary Amanda Bennett

- I. Meeting called to order by Joe Basil at 10:30am
- II. Joe Basil moved to elect Bob Jones as Chair for 2019
  - a. Seconded by Mike Shults; 3 AYE 0 NAY CARRIED
- III. Bob Jones moved to elect Mike Shults as Vice Chair for 2019
  - a. Seconded by Joe Basil; 3 AYE 0 NAY CARRIED
- IV. Mike Shults moved to accept the minutes of December 18, 2018
  - a. Seconded by Joe Basil; 3 AYE 0 NAY CARRIED
- V. Examiners Report
  - a. Jon Ashley has been promoted to Road Sergeant effective January 4, 2019
  - b. Rule 8.16 Reexamination
    - i. Language in Amendment A allows to show this rule pertains to those in the civil service process whom have not been on the register; physical ability test, written examination, oral board evaluation.
    - ii. Civil Service Commission would like to see language that those that re-examine within the six-month period may not bump those on the certified register; is there another test that can be offered; process for knowing if it is in the best interest of the county.
  - c. Communications Supervisor
    - i. Mike Shults moved to certify the Communications Supervisor register as presented
      1. Seconded by Joe Basil; 3 AYE 0 NAY CARRIED
  - d. Update on Registers
    - i. Clerk Secretary- no applications at the end of December so the deadline was extended until February 1, 2019
    - ii. Entry Level Correction Officer/Lateral Correction Officer- Deadline is set for January 25, 2019
    - iii. Lateral Road Deputy- request from Sheriff to establish register
- VI. PACCOM/ E911
- VII. CORRECTIONS
  - a. Roles and Responsibilities pertaining to jail being moved around

VIII. SUPPORT SERVICES

- a. Chief Civil Deputy Padgett would like to see a Civil Clerk Register established
  - i. Request must come on letterhead to Secretary
- b. Discussion of process for registers
  - i. Civil Service has approximately \$2,000 for the fiscal year to purchase tests, supplies and advertise
  - ii. Can PCSO pay for Civil Service materials if the budget is gone and they need registers?

IX. SHERIFF

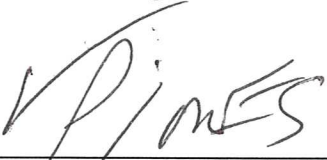
- a. Jon Ashley promoted from Road Deputy to Road Sergeant eff 1/4/2019
- b. Ron Davis promoted from Road Sergeant to Undersheriff eff 1/1/2019
- c. 1 North County Deputy/ 1 South County Deputy Vacancies


X. Other Business

- a. Application Appeal Process will take place on February 19, 2019

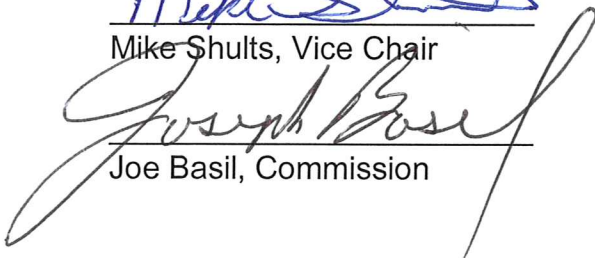
XI. Executive Session

Closed Meeting at 11:16am

  
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Bob Jones, Chair

  
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Amanda Bennett, Chief Examiner/Secretary

  
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Mike Shults, Vice Chair

  
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Joe Basil, Commission