

Whatcom County Civil Service Commission

January 10, 2019

Human Resources Conference Room – Suite 107

DRAFT Minutes

Commissioners Present: Bart Miller, Paul Myers

Sheriff Staff Present: Sr. Admin. Assistant Dawn Pierce

Human Resources (HR): Bea Acland, Chief Examiner

Approval of Minutes

The Commission approved the minutes from the October 11, 2018 meeting as presented.

Public Comment Period

None.

Sheriff's Discussion Items

Dawn Pierce reviewed new positions approved in the 2019-2020 budget: crisis intervention deputy, neighborhood deputy, 2 Corrections Deputies, additional Corrections Sergeant, additional BLEIS Lieutenant, and 2 non-civil service positions in the Division of Emergency Management.

Commission Discussion Items

- Return Rights after appointment to unclassified position.
Commissioners asked Bea to prepare draft amendments to the Civil Service Rules to clarify return rights at the end of an appointment to an unclassified position. These will be reviewed at the next Civil Service meeting and ready for adoption at the meeting after that.
- Political party of Commissioners.
Commissioners discussed this issue again, and decided to talk to the County Executive about it, as he is the appointing authority for Commissioners.

Chief Examiner's Report

Corrections Deputy:

- Corrections Oral board December 13, 2018. 3 candidates, 2 passed.
- Hired one new Corrections Deputy in November.
- Removed 3 candidates from eligible register for cause in concurrence with Sheriff's Office request.
- Current Entry-level Corrections Deputy register has 6 names on it.
- We will be scheduling oral boards for the year ahead soon.

Corrections Sergeant:

- Sgt. Mike Buren retired in December; Deputy Tijay Morres promoted to Sergeant.
- Current eligibility register for Sergeant has 5 names on it and expires April 9th.
- Sergeant testing process is scheduled to start with written exam March 6, oral boards March 20, and Assessment Center April 15 & 16. 11 people have submitted letters of intent to test.

Deputy Sheriff / Sergeant / Lieutenant:

- Deputy Sheriff oral boards December 6-7; 23 candidates, 17 passed.
- New entry-level Patrol Deputy started in November, lateral deputy started this week.

- Current entry-level Deputy Sheriff register has 16 names on it. Lateral register has 1 name.
- Sergeant Rodger Funk promoted to Lieutenant
- Tony Paz promoted to Sergeant
- Current eligibility register for Sergeant has 4 names on it and expires April 9th.
- Sergeant testing process is scheduled to start with written exam March 6, oral boards March 20, and Assessment Center April 17 & 18. 13 people have submitted letters of intent to test.

Support / Admin:

- One new Clerk III hired in Records in December.
- Four support staff members reclassified to be able to perform higher level duties; 3 in Records, 1 in Admin.

Next Meeting: February 14, 2019.

Meeting adjourned at 10:54 am

Minutes by Bea Acland