

Whatcom County Civil Service Commission
January 11, 2018 - 10:30 a.m. – 11:30 a.m.
Human Resources Conference Room – Suite 107

Minutes

Commissioners Present: Bart Miller, Paul Myers

Sheriff Staff Present: Sheriff Elfo, Undersheriff Parks, Dawn Pierce

Human Resources (HR): Bea Acland, Chief Examiner
Shara Struiksma

Approval of Minutes

The Commission approved the minutes from the December 14, 2017 meeting as presented.

Sheriff's Discussion Items

Sheriff Elfo reviewed the employment activity happening within the Sheriff's office. There are 3 Patrol Deputy vacancies primarily due to retirements and 1 new position added for 2018. There are 5 Corrections positions vacant and an Oral Board will be held on 1/25/18.

Chief Civil Deputy Art Edge has provided notice of his retirement effective 6/1/18.

Undersheriff Parks has posted employment opportunities on the Criminal Justice Training Commission website and with Washington Association of Police and Sheriffs. He would like to beef up recruitment and run an advertisement in the Bellingham Herald. He would like to also work with Human Resources to draft up a recruitment plan and set up Oral Board dates for 2018.

Commission Discussion Items

Request from Deputy Steve Cooley to have his service credit reinstated for the time he spent working as Inspector in an unclassified civil service position.

The time Steve Cooley spent working as an Inspector would give him 10 service credit points that would be used for future promotions. One similar request from another Deputy was received and approved in 2008.

Bart Miller moved to approve. Paul Myers seconded. Request approved.

Chief Examiner's Discussion Items

Bea reviewed the work performed by Civil Service staff during 2017. It was an active recruitment year.

Civil Service Rules Amendment:

- Coordinated Commission's amendment of rules to allow internal transfer from Corrections deputy to Deputy Sheriff.

Sergeants' Promotion & Examination Process

- Worked with Sheriff's Office to develop schedule and announcements for Sergeants' tests for both Patrol and Corrections Sergeants
- Verified scores and issued eligibility registers for Sergeants.
- Assisted Sheriff's Office in promotion of one Deputy Sheriff to Sergeant

Corrections Deputy Recruitment:

- Scheduled and organized 8 rounds of oral boards with 28 candidates. 20 passed oral boards and made it onto eligible register.
- Hired 6 Corrections Deputies: 2 laterals and 4 entry-level.
- Entry-level register has 11 candidates.
- Lateral-entry register has 1 candidate.
- Certified-Entry register has 2 candidates.

Deputy Sheriff Recruitment:

- Scheduled and organized 2-day oral boards for 23 candidates. 18 passed oral boards and made it onto eligible register.
- Hired 3 entry-level Deputy Sheriffs: 2 former Corrections Deputies and one external.

- Entry-level register has 26 candidates.
- Lateral-entry register has 4 candidates.

Clerk III:

- Coordinated recruitment and scheduled two rounds of oral boards.
- Issued eligibility registers after each round of oral boards.
- Assisted Sheriff's Office in hiring 2 new Clerk III employees
- Eligible register has 8 candidates.

Clerk IV:

- Coordinated recruitment and scheduled oral boards.
- Issued eligibility register.
- Assisted Sheriff's Office in promoting a Clerk III to Clerk IV.
- Verified scores and issued eligibility registers after each round of oral boards

Account Clerk IV:

- Coordinated recruitment and scheduled oral boards.
- Issued eligibility register.
- Assisted Sheriff's Office in hiring Account Clerk IV.

Financial Accountant:

- Coordinated recruitment and scheduled oral boards.
- Issued eligibility register.
- Assisted Sheriff's Office in hiring Financial Accountant.

Outside Maintenance Coordinator:

- Coordinated recruitment and scheduled oral boards.
- Issued eligibility register.
- Assisted Sheriff's Office in hiring Outside Maintenance Coordinator.

Records Management:

- Continued to maintain files and fulfill records management duties.

New Business:

Undersheriff Parks presented a request to discuss scoring of Internal Transfer applications and asked if a pass/fail scoring would be acceptable to the Commission. If the candidate met minimum qualification their application would "pass", and if not, their application would "fail".

The Commission discussed the pros/cons scoring the application and/or implementing an additional test. The intention of the new Internal Transfer Civil Service rule is to streamline the application process for current Corrections Deputies. Undersheriff Parks explained a thorough internal review is conducted on all candidates before a candidate is selected for transfer. The Oral Boards are scored and candidates are ranked on the list based on their Oral Board score.

Bart Miller moved to approve scoring Internal Transfer applications with a pass/fail, Paul Myers seconded. Motion approved.

Tasks for Next Meeting:

Shara will schedule a meeting with the Sheriff's Office to discuss Corrections and Deputy Sheriff recruitment. Shara will also draft up an advertisement for the Bellingham Herald.

Meeting adjourned at 11:16 am.

Minutes by Shara Struiksma