

Whatcom County Civil Service Commission
March 8, 2018- 10:30 a.m. – 11:30 a.m.
Human Resources Conference Room – Suite 107

Draft Minutes

Commissioners Present: Grant Fishbook, Bart Miller, Paul Myers

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

Human Resources (HR): Bea Acland, Chief Examiner

Other: Steve Harris

Approval of Minutes

The Commission approved the minutes from the February 8, 2018 meeting as presented.

Sheriff's Discussion Items

Jeff Parks provided an update of the Civil Service hiring process, and then outlined recent recruitment efforts coordinated between the Sheriff's Office and HR.

Commission Discussion Items

1. "Rule of 15" in filling vacancies, Civil Service Rule 10.03 (C).

Bea reported that she sought guidance from the Prosecutor's Office on this issue. The Prosecutor's Office reviewed the current rules and RCW's and determined they need to do more research before presenting an opinion to the Commission. Sheriff Elfo and Undersheriff Parks were also at the meeting with Prosecutor's staff.

2. Order of Certification, Civil Service Rule 10.03(A).

Steve Harris referred Commissioners to the additional issue in his February 6th correspondence: clarification as to how rule 10.03 (A) Certification is being applied. The rule specifies an order in which certification to fill a vacancy shall be made:

Certification to fill a vacancy shall be made by the Commission from registers in the following order and as provided in this rule:

1. Reinstatement
2. Promotional
3. Lateral Entry
4. Certified Entry
5. Open Graded and/or Internal Transfer

Steve asked what the Sheriff's Office practice is regarding the order of which eligibility register they hire from. Bea and Undersheriff Parks stated that candidates on a reinstatement register are always hired ahead of any others. For commissioned positions, candidates from the other kinds of registers are reviewed concurrently, as there is a continuous hiring process for these positions, and most often multiple vacancies at the same time.

Steve asked whether this rule means one type of register must be exhausted before the next type of register can be used. Sheriff Elfo requested legal guidance on this issue. Bea will address this question with Prosecutor's Office staff.

3. Lack of testing requirement for Internal Transfer Deputy Sheriff, Civil Service Rule 7.04.

Steve stated that the recently added Internal Transfer rule does not include a requirement that there be a test. He suggested to the Commission that it should. Grant moved to have Bea investigate adding language in Rule 7.04 to require a scored oral board. Motion passed.

4. Oral Board questions

Both Bart and Paul observed recent Deputy Sheriff oral boards.

Chief Examiner's Discussion Items

Bea reviewed the work performed by Civil Service staff since the last meeting:

- Corrections Deputy Recruitment:
 - Developed recruitment brochure and advertising campaign.
 - Scheduled and organized oral boards in February for 4 candidates. Three of them passed and were added to the eligible register.
 - Assisted Sheriffs' Office with on-boarding 2 Corrections Deputies: 1 certified entry & 1 entry-level.
 - Assisted Sheriffs' Office with transferring a probationary Deputy Sheriff employee back to Corrections.
 - Entry-level register currently has 14 candidates.

- Deputy Sheriff Recruitment:
 - Developed recruitment brochure and advertising campaign.
 - Scheduled and organized 2-day oral boards for 24 candidates. 18 passed oral boards and made it onto eligible register.
 - Assisted Sheriffs' Office with on-boarding 1 entry-level Deputy Sheriff, a transfer from Corrections.
 - Entry-level register has 29 candidates, 11 of whom will have their eligibility expire next week.

- Clerk III:
 - Assisted Sheriff's Office in hiring 1 new Clerk III employee, a transfer from District Court.
 - Eligible register has 7 candidates.

- Financial Accountant:
 - Currently recruiting to fill the Financial Accountant position.

- Records Management:
 - Continued to maintain files and fulfill records management duties.

Tasks for Next Meeting:

Bea will seek additional guidance from the Prosecutor's Office on questions raised by Steve Harris.

Bart will review the suggestions he previously submitted regarding changes to the Corrections Deputy oral board questions.

Meeting adjourned at 11:30 am.

Minutes by Bea Acland