

Whatcom County Civil Service Commission
April 12, 2018- 10:30 a.m. – 11:30 a.m.
Human Resources Conference Room – Suite 107

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
Shara Struiksma

Other: Steve Harris

Approval of Minutes

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

Sheriff's Discussion Items

Jeff Parks outlined recent recruitment efforts coordinated between the Sheriff's Office and HR.

Currently there are 4 vacancies in Patrol, 5 in Corrections with another pending. Hiring is busy and there are 4-5 candidates actively in the background process but unable to get candidates into BLEIS Academy until late summer.

The Sheriff's Office also has a strong candidate in process to fill the Financial Accountant vacancy.

Commission Discussion Items

Three proposed rule changes were reviewed by the Commission:

1. *"Rule of 15" and "Rule of 5" in filling vacancies - Rules 10.03(C) and 8.20*

Bea sought guidance from the Prosecutor's Office on this issue and provided a packet to the Commission with an opinion from the Prosecuting Attorney's Office. The Prosecutor's Office felt the issue was pretty black and white and believes the current Civil Service "Rule of 15" is not in compliance with the RCW and needs to be modified to be a "Rule of 3", meaning the Sheriff may only select a candidate ranked 3 or higher from the eligibility register.

Grant asked Bill Elfo and Steve Harris for commentary on the implications of the proposed rule change.

Bill said he appreciated the Rule of 15 as it has allowed the County to be selective in their hiring. The Sheriff's Office will need to adjust accordingly but the change will have an impact. The ability to refresh the eligibly register will be helpful.

Steve said he understood Bill's concerns but as long as the oral boards are sound, the Sheriff's Office should be able to be successful in their hiring, and reminded there is a probationary period if a candidate does not succeed.

Jeff Parks shared concerns about the proposed rule change, including concerns the hiring process will be slower and more expensive. The Sheriff's Office will need to work through the top three and there will be time and expenses related to background checking candidates who may wash out of the process. A lot of time and money are invested into hiring a candidate and the Sheriff's Office wants to hire people they believe will be successful.

Bea clarified how the eligibility registers would work. Each different type of register (lateral, certified, entry, etc.) could have 3 names on it even if there were only one vacancy. The number of eligible names would fluctuate dependent on the number of vacancies at a given time.

2. *Internal Transfer Entry – Rule 7.04*

Bea drafted proposed rule change to 7.04 to include requiring passing a Civil Service approved scored oral board to the list of minimum qualifications for Internal Transfer Entry. This will be listed as Item E.

Sheriff Elfo requested modifying Item D to include also needing to pass “any other requirement of State Law.”

3. *Order in which registers must be considered when filling a vacancy – Rule 10.03(A)*

Bea drafted a proposed rule change to 10.03(A) which would remove the ranking of registers and which register must be considered first in making a hiring selection. The change would allow latitude and flexibility to pick from any candidate ranked 3 or higher on any applicable list. Per Bea’s consultation with the Prosecutor’s Office, this proposed rule change was viewed as acceptable and in compliance with the RCW.

Grant Fishbook motioned to send out the three proposed rule changes for review and comment and review and vote at next Civil Service meeting. Paul seconded. Motion approved.

Oral Board Questions:

Bart reviewed a list of suggested changes to Corrections Deputy - Entry oral board questions. The suggestions were made taking into consideration feedback he received from the panel during his oral board observation in February.

Four recommended revisions were proposed and the suggestions will be considered by the Sheriff’s Office.

Chief Examiner’s Discussion Items:

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

- Two Clerk III’s have been hired full time, filling vacancies in Records and in the Jail.
- A new Corrections Deputy began employment.
- Testing and Oral Boards were completed for Financial Accountant.
- Oral Boards have been scheduled for Corrections Deputy and 10 candidates will be participating on 4/19/18.

Tasks for Next Meeting:

Bea will email a Notice of Proposed Rule Changes to stakeholders and solicit feedback before the next Civil Service Meeting. Interested parties will also be invited to attend the next Civil Service Meeting to provide comment on the changes.

Meeting adjourned at 11:20 am.

Minutes by Shara Struiksma