



CIVIL SERVICE COMMISSION

MINUTES

**REGULAR MEETING
ADMINISTRATION BUILDING
COMMISSIONERS' HEARING ROOM 303
TUESDAY, FEBRUARY 14, 2023
2:00 P.M.**

PRESENT: Paul Hart, Vice Chair; Patty Wilson, Commissioner

ABSENT: Mary Anne Hutchins, Chair

OTHERS IN ATTENDANCE: Catelyn Osorio, Civil Service Chief Examiner/HR Secretary; Eric Wyant, HR Assistant Manager; Lieutenant Jason Erickson, Commander Mathew Clarke, Commander Lee Cantu; Steve Hallstrom, County Attorney

CALL MEETING TO ORDER: Meeting called to order at 2:00 p.m. by Vice Chair Hart

APPROVAL OF THE MINUTES:

- Commissioner Wilson moved to approve the January 10, 2023, Regular Meeting minutes. Vice Chair Hart seconded and upon vote, the motion passed unanimously.

NEW BUSINESS:

- Civil Service Examiner Osorio updated the Commission on Entry Deputy Openings (6 vacancies), 8 remaining on the deputy eligibility list.
- Civil Service Examiner Osorio updated the Commission on Record Clerk Openings. (1 vacancy). 4 remaining on the eligibility list. Oral boards being held 02/16/2023.
- Civil Service Examiner Osorio updated the Commission on Public Record Clerk Openings. (1 vacancy). 5 eligibility list.
- Tabled the unclassified positions conversation to next scheduled regular meeting to discuss Mr. Wyant's proposed changes memo.

Mr. Wyant presented his proposed oral board process changes to the Civil Service Commission and answers any associated questions from the Commission and those present. Commander Cantu expressed his concerns regarding the lateral hiring process and the time it takes in between having the Commission certify the eligibility list monthly. Mr. Wyant reassured the Commander that the longest the Sheriff's office would have to wait would be a month and the Commission could hold special meetings if necessary.

Vice Chair Hart asked if the Commission would need to certify one list per position in which Mr. Wyant confirmed. Vice Chair Hart asked for clarification regarding oral board, Mr. Wyant clarified that the recommended changes would eliminate Civil Service's involvement with oral boards.

Lietenant Erickson asks to clarify ranking methods for lateral deputies and Mr. Wyant confirms they would be ranked by years of experience. Lieutenant Erickson commented on his observation how Civil Service has always observed during oral boards. Lieutenant Erickson also expressed how he would like to see the CivilService Commission meet bi-monthly to certify a list. Mr. Wyant cautioned that if the Commission decided to meet bi-monthly it would be recommended that they certify every eligibility list.

Vice Chair Hart asked Attorney Hallstrom if the proposed changes align with our current Civil Service rules. Attorney Hallstrom explained that if there are rules that exist contrary to the changes being implemented then those rules would need to be amended. Commissioner Wilson mentions the possibility of accepting changes with intent to modify the rules to reflect those changes.



MOTION:

Commissioner Wilson made a motion to accept recommended changes for the certification of the eligibility list and to remove Civil Service from oral boards and that any amendments to our rules be perused and brought up at our next meeting and that Civil Service will call a special meeting to update certifiatyion of eligibility lists. Vice Chair Hart seconded and upon vote, the motion passed unanimously.

OTHER BUSINESS:

- The rediscussion of minimum monthly meetings is dismissed as the new process will need the Commission to meet monthly to certify eligibility lists.
- The rediscussion of “leave of absence” forms turned in by Benton County Sheriff’s Office staff was led by Attorney Hallstrom and he explained that while their rights exist in the statute, there is no harm done in using the forms provided by Human Resources.

ADJOURN: 3:25 p.m.

 Chair	<u>4-11-23</u> Date
 Chief Examiner/Secretary	<u>4-11-23</u> Date



To: Benton County Civil Service Commission
From: Eric Wyant, Assistant HR Manager
Date: February 9, 2023
RE: Proposed Civil Service Process Changes

Commissioners,

As I have shared with you previously, I come to Benton County with over a dozen years of HR experience and served as the Chief Examiner for Franklin County for nearly six years. I have spent the last five months of my tenure here at Benton County learning its processes and the historical context where available, and today come to you with recommended changes to some of your processes based on my observations.

Certification of Eligibility Lists:

My recommendation to you is have the Commission certify its eligibility lists at each monthly meeting instead of having the Chief Examiner certify them as needed. This will create some formality and defensibility around that process- allowing for the Commission to see the whole picture with regard to who is being certified on its eligibility lists. This will also create a mechanism by which the Commission can ask questions or give feedback/direction, and also create transparency where those certified eligibility lists could be published with the minutes on the County website allowing for applicants, employees, and members of the public to access them. For more urgent needs between meetings, the Commission could explore the option of calling a special meeting to certify an eligibility list in situations where the Commission may owe the Sheriff names. If this recommendation is adopted by the Commission, we could implement this process by your March meeting.

Oral Boards:

My recommendation to you is to discontinue the attendance of the Chief Examiner at the Sheriff's Office oral boards. Currently the Chief Examiner is scheduling the oral boards, and is attending, but has no direct involvement in the process. As the oral boards are conducted by members of the Sheriff's Office, I believe removing the Chief Examiner from those will allow for more clarity on which are Civil Service processes, and which are Sheriff's Office processes. Removing the Chief Examiner from those oral boards will also add a layer of separation between the Civil

Service Commission and the Sheriff's Office and allow for a more defensible process should an applicant appeal to the Civil Service Commission.

My recommendation would be that oral boards would continue for promotional examinations only, but that any promotional examination oral boards held would not have any participants from the Sheriff's Office on the panel.

Non-Promotional Eligibility List Ranking:

My recommendation to you is that the Commission certify all applicants who apply/test onto the applicable eligibility list and rank them according to the below criteria. This recommendation is based on the discontinuing of oral boards for the below positions.

- Entry-level Sheriff's Deputy: Public Safety Testing written examination score
- Lateral Entry Sheriff's Deputy: Years of experience
- Clerical: method TBD as an exam will have to be developed. Currently, applicants are ranked by their oral board score, however if that process is discontinued, an exam will need to be created.

Removal Notifications:

My recommendation to you is that we formalize a process by which applicants are notified of their removal from a Civil Service eligibility list. This process would entail the Chief Examiner receiving formal request from the Sheriff's Office to remove an applicant from an eligibility list, and upon receipt of that request would send formal notice to the applicant. This would allow for the applicant to have a Civil Service point of contact should they choose to appeal their removal, and should the Commission choose to hear their removal, they could invite the Sheriff's Office to discuss their reason for requesting removal in an executive session- again allowing for a more transparent and defensible process.

Overall, my goal with these proposed changes is to create a more streamlined and defensible process where the Civil Service Commission's and Sheriff's Office roles are clearly defined and separated. These are processes that I implemented in Franklin County with great success, and feel could be applied in Benton County with similar success.

Thank you for taking the time to consider my recommendations,

Eric