



## CIVIL SERVICE COMMISSION

### MINUTES

**REGULAR MEETING  
ADMINISTRATION BUILDING  
COMMISSIONERS' HEARING ROOM 303  
July 11, 2023  
2:00 P.M.  
Executive Session: Yes**

The meeting opened at 2:00 pm.

Present – Mary Anne Hutchins, Paul Hart, and Patty Wilson were present in person.

#### Approval of June 27, 2023 Meeting Minutes

Commissioner Hart moved for the approval of the June 27, 2023 Special Meeting minutes. Commissioner Wilson seconded, the motion passed with Commissioner Hutchins abstaining.

#### Staffing update and Certification of Eligibility Lists

Current openings as well as the timeframe for filling them were discussed. The eligibility lists for Entry Level Deputies, lateral Deputies, and Sheriff's Clerical eligibility lists were reviewed and certified at this time.

#### Corporal to Patrol Deputy Update

The Commission was updated that Randy Lloyd accepted a position on the US Marshall Task Force which is a non supervisor position. He will be moving to the Federal Building. New position prevents him from being a supervisor, so he has voluntarily demoted.

#### Public Comment

Chair Hutchins asked the audience if there was anyone with public comment. There was no public comment offered at this time.

#### Executive Session

The Commission entered into executive session under RCW 42.30.110(g) to evaluate the qualifications of an applicant for public employment at 2:10 pm. Attending the executive session were all three commissioners, the chief examiner, and Assistant HR Manager Eric

Wyant. The Commission returned from executive session at 2:20 pm with no decisions being made.

Chief Examiner Appointment


A motion was made by Commissioner Hart to allow Provisional Chief Examiner, Tammy to post the proposed Chief Examiner vacancy announcement and use the proposed oral board questions. Commissioner Wilson seconded, and motion passed.


Setting of August Meeting


August 8<sup>th</sup> at 2:00 p.m in Commissioner’s Hearing Room 303

Meeting adjourned at 2:20 pm.

Approved this 8<sup>th</sup> day of August, 2023

  
\_\_\_\_\_  
Mary Anne Hutchins, Chair

  
\_\_\_\_\_  
Paul Hart, Vice Chair

  
\_\_\_\_\_  
Patty Wilson, Commissioner

Attest:

  
\_\_\_\_\_  
Tammy Dufault, Provisional Chief Examiner

Mary Anne Hutchins, Chair  
Paul Hart, Vice Chair  
Patty Wilson, Commissioner



Tammy Dufault, Provisional  
Chief Examiner

## CIVIL SERVICE COMMISSION

### AGENDA

**REGULAR MEETING  
ADMINISTRATION BUILDING  
COMMISSIONERS' HEARING ROOM 303  
JULY 11, 2023  
2:00 P.M.  
Executive Session: If Needed**

Call to Order

Regular Business:

- Approve minutes for the June 27, 2023 Special Meeting
- Entry Deputy Update
- Lateral Deputy Update
- Sheriff Clerical Update

Old Business:

- Chief Examiner appointment

New Business:

- Corporal to Patrol Deputy Update

Public Comment

- Please limit comment to three minutes

Setting of August Meeting

Adjournment

Mary Anne Hutchins, Chair  
Paul Hart, Vice Chair  
Patty Wilson, Commissioner



Tammy Dufault, Provisional  
Chief Examiner

## CIVIL SERVICE COMMISSION

### MINUTES

**SPECIAL MEETING  
ADMINISTRATION BUILDING  
COMMISSIONERS' HEARING ROOM 303  
JUNE 27, 2023  
2:00 P.M.  
Executive Session: NO**

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

**ABSENT:** Mary Anne Hutchins, Chair

**OTHERS IN ATTENDANCE:** Tammy Dufault, HR Assistant/Provisional Chief Examiner; Eric Wyant, HR Assistant Manager; Steve Hallstrom, County Attorney; Devon Henry, HR Secretary; Jon Law, Undersheriff, Michael Clark, Lieutenant

**CALL TO ORDER:** Meeting called to order at 2:00 p.m. by Paul Hart

#### **REGULAR BUSINESS:**

- Commissioner Wilson moved to approve the June 13, 2023 Regular Meeting minutes. Commissioner Hart seconded, and upon vote the motion passed unanimously.
- Undersheriff Jon Law made a request on behalf of the BCSO, for the Commission to waive the Administrative Clerk, Grade 9, job posting probation requirement, that states the applicant must have passed probation, so current BCSO Records Clerk Rachel Miller, could be considered for the position because she was the only applicant. Commissioner Wilson brought up why we couldn't wait until the next meeting on July 11<sup>th</sup> to approve this exception. Undersheriff Law explained they wanted to put her in that position ASAP, since she has been cross training since January and started covering that position starting today. They would like to pay her for the work performed. Patty motioned to waive the probation requirement and Paul seconded.

#### **NEW BUSINESS:**

- Mr. Wyant gave an update on the Civil Service Chief Examiner position. Provisional Chief Examiner, Tammy Dufault accepted a new position outside of HR, so she would step down from Civil Service come August. Devon Henry will provide administrative support

in the interim until the Commission appoints a new Civil Service Chief Examiner. Mr. Wyant shared that Tammy will continue to serve as the Provisional Chief Examiner per an agreement with her new manager. He shared that any work that Devon performs would be approved by Tammy, and Tammy would continue to clerk their Commission meetings. Mr. Wyant asked the Commission if this would work for them, and they stated that it would.

**PUBLIC COMMENT:**

- Mr. Wyant sought clarification on what parameters the Commission would like special meetings as their last meeting on June 13<sup>th</sup> the Commission made clear that they did not want to schedule special meetings so that HR could best support the Commission. Commissioner Hart responded by explaining that they didn't want to schedule special meetings just to certify lists, but they would allow special meetings be scheduled for certain circumstances.

**SETTING OF JULY MEETING: July 11, 2023 at 2:00 p.m., in the Commissioners Hearing Room 303**

**ADJOURNMENT:** 2:17 pm

Approved this 11<sup>th</sup> day of July, 2023

Abstained  
Mary Anne Hutchins, Chair

[Signature]  
Paul Hart, Vice Chair

[Signature]  
Patty Wilson, Commissioner

Attest:

[Signature]  
Tammy Dufault, Provisional Chief Examiner

**BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST- SHERIFF'S CLERICAL GRADE 8**

**JULY 11, 2023**

2 OPENINGS

Rank	First Name	Last Name	PHS Received Date	Combined Clerical Testing	Vet Pref	Notes
1	Crystal	Knight	6/7/2023	258.00	N/A	
2	Pashtana	Jalalyar	5/22/2023	232.00	N/A	
3	Alan	Stone	5/17/2023	229.00	N/A	
4	Ian	Perry	5/21/2023	224.00	N/A	
5	Mayra	Salaiza	5/23/2023	220.00	N/A	
6	Martika	Nowlin	5/18/2023	206.00	N/A	
7	Jordyn	Clark	5/27/2023	205.00	N/A	
8	Miranda	Tacheira	5/22/2023	199.00	N/A	
9	Janya	Lechuga	5/23/2023	195.00	N/A	
10	Alyssa	Correa	5/22/2023	181.00	N/A	


This list has been certified by the Civil Service Chief Examiner in accordance with Benton County Civil Service Rule 9.01.


Dated this 11<sup>th</sup> day of July, 2023


  
 Tammy Dufault, <sup>RM</sup> Assistant / Provisional Chief Examiner

This list has been certified by the Benton County Civil Service Commission in accordance with RCW # 41.14.060 and Benton County Civil Service Rules.

Dated this 11<sup>th</sup> day of July, 2023

  
 Mary Anne Hutchins, Chair

  
 Paul Hart, Vice Chair

  
 Patty Wilson, Commissioner

**BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST- SHERIFF'S CLERICAL GRADE 9**

**JULY 11, 2023**

1 OPENING

Rank	First Name	Last Name	Letter of Interest Received Date	Combined Clerical Testing	Vet Pref	Notes
1	Rachel	Miller	6/21/2023	225.00	No	

This list has been certified by the Civil Service Chief Examiner in accordance with Benton County Civil Service Rule 9.01.

Dated this 27<sup>th</sup> day of June, 2023



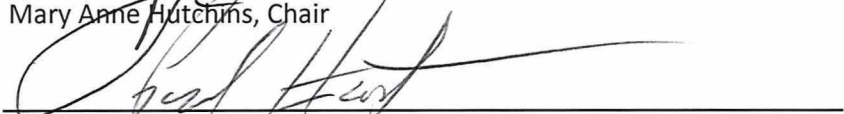
Tammy Dufault, ~~RM~~ Assistant / Provisional Chief Examiner

This list has been certified by the Benton County Civil Service Commission in accordance with RCW # 41.14.060 and Benton County Civil Service Rules.

Dated this 11<sup>th</sup> day of July, 2023



Mary Anne Hutchins, Chair



Paul Hart, Vice Chair



Patty Wilson, Commissioner

**BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST- LATERAL DEPUTIES**

**JULY 11, 2023**

3 OPENINGS

Rank	First Name	Last Name	PHS Received	Years of Experience	Gender	Vet Pref	Notes
1	Estevan	Araguz	6/12/2023	20	Male	No	

This list has been certified by the Civil Service Chief Examiner in accordance with Benton County Civil Service Rule 9.01.

Dated this 28<sup>th</sup> day of June, 2023

Tammy Dufault, RM Assistant / Provisional Chief Examiner

This list has been certified by the Benton County Civil Service Commission in accordance with RCW # 41.14.060 and Benton County Civil Service Rules.

Dated this 11<sup>th</sup> day of July, 2023

Mary Anne Hutchins, Chair

Paul Hart, Vice Chair

Patty Wilson, Commissioner

**BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST- ENTRY LEVEL DEPUTIES**

July 11, 2023

							3 OPENINGS
Rank	First Name	Last Name	Score Certified Date	Written	Gender	Vet Pref	Notes
1	Randy	Rehon	6/21/2023	91.09	Male	Yes	
2	Zachary	King	2/25/2023	88.86	Male	Yes	Sent to Sheriff 6/8/23
3	Kyle	Smith	5/1/2023	87.57	Male	Yes	Sent to Sheriff 6/8/23
4	Tatum	Nielsen	4/29/2023	86.75	Female	No	Sent to Sheriff 6/8/23
5	Jared	Kirk	5/1/2023	85.07	Male	No	Sent to Sheriff 7/6/23
6	Joshua	Brown	12/13/2022	85.06	Male	Yes	Sent to Sheriff 6/27/23
7	Shandi	Coe	5/6/2023	84.78	Female	No	
8	Christian	Reynoso	6/3/2023	82.82	Male	No	
9	Ethan	Wright	6/7/2023	81.28	Male	No	
10	Cole	Belton	4/18/2023	81.01	Male	Yes	Documentation requested 6/7/2023
11	Samuel	Ferraro	4/15/2023	78.96	Male	Yes	Documentation requested 6/7/2023
12	Aiden	Vega	5/16/2023	78.35	Male	No	
13	Josmar	Valencia	1/10/2023	77.71	Male	Yes	Documentation requested 6/7/2023
14	Ian	Gomez	3/11/2023	77.54	Male	No	
15	Chase	Meyer	6/8/2023	77.36	Male	Yes	
16	Jakob	Mulholland	10/26/2022	77.22	Male	No	
17	Abner	Chicas	1/14/2023	77.11	Male	No	
18	Maxwell	Miller	6/17/2023	75.13	Male	No	
19	Cheyenne	McManus	2/25/2023	73.33	Female	No	
20	Tomas	Fernandez	3/11/2023	73.06	Male	No	
21	Niko	Sanford	3/11/2023	72.97	Male	No	
22	Anthony	Gregory Carter	3/25/2023	72.74	Male	Yes	Documentation requested 6/7/2023
23	Jesus	Martinez Guzman	2/14/2023	72.67	Male	No	
24	Mitchall	Roderick	5/20/2023	72.6	Male	No	
25	Casey	Oxford	1/20/2023	72.23	Male	No	
26	Jesus	Gutierrez Jr	6/3/2023	71.76	Male	No	
27	George	Daud	2/24/2023	71.47	Male	No	
28	Garrett	Brady	1/14/2023	70.51	Male	No	

**BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST- ENTRY LEVEL DEPUTIES**

**July 11, 2023**

Rank	First Name	Last Name	Score Certified Date	Written	Gender	Vet Pref	Notes
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Dated this 11<sup>th</sup> day of July, 2023



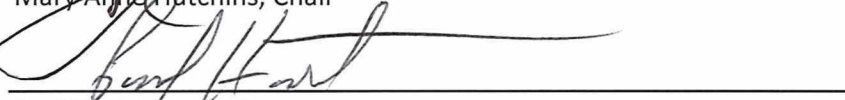
Tammy Dufault, Administrative Assistant/Provisional Chief Examiner

This list has been certified by the Benton County Civil Service Commission in accordance with RCW # 41.14.060 and Benton County Civil Service Rules.

Dated this 11<sup>th</sup> day of July, 2023



Mary Anne Hutchins, Chair



Paul Hart, Vice Chair



Patty Wilson, Commissioner