CIVIL SERVICE COMMISSION

REGULAR MEETING MINUTES
TUESDAY, APRIL 12, 2022
2:00 P.M.

PRESENT: Mary Anne Hutchins, Chair; Paul Hart, Vice Chair; Patty Wilson, Commissioner

OTHERS IN ATTENDANCE: Alisha Liniger, Civil Service Chief Examiner/Secretary; Steve Hallstrom, County Attorney; Lexi Wingfield, HR Manager

CALL MEETING TO ORDER: Meeting called to order at 2:03 p.m. by Chair Hutchins

APPROVAL OF THE MINUTES:

- Chair Hutchins moved to approve the March 8, 2022, Regular Meeting minutes. Vice Chair Hart seconded and upon vote, the motion passed unanimously.

NEW BUSINESS:

- Alisha updated the Commission on Entry Deputy Openings (9 vacancies), 11 on the eligibility list (all have been sent to BCSO).
- Alisha updated the Commission on Record Clerk Openings (2 vacancy), 2 on the eligibility list. Next Oral Board is set for 4/14/22.
- Discuss updates to Civil Service Rules – updating date/time/location of meetings, changing "his/her" to the individual's title (ex. "the candidate"). Hallstrom explained the changes as housekeeping. – Vice Chair Hart moved to approve the proposed changes. Commissioner Wilson seconded and upon vote, the motion passed unanimously.

UNSCHEDULED BUSINESS:

- Alisha requested advise from the Commission on the preferred practice for vacant position postings (internal, external, lateral, and/or promotional). The department's past practice of posting a position for 10-days vs. the Civil Service Rules 7-day min requirement.
    - Commissioner Wilson suggested that the Civil Service Rules are a minimum 7-days, if the department chooses to post a position for longer, they can. Chair Hutchins and Vice Chair Hart agreed.

- Alisha advised the Commission of the discussions she has had with the Sheriff's office regarding the Sheriff's office wanting to change the requirements for the Record Clerk candidates. The Sheriff's office wants to add 17 supplemental YES/NO questions to the application as automatic disqualifiers and collect the PHS after completion of the oral board interviews.

    - Chair Hutchins and Commissioner Wilson agree that we should continue with our current practices.
    - Vice Chair Hart states we should not lower our standards just to expand the applicant pool.
    - Steve Hallstrom suggests the Sheriff's office needs to submit an official written request to the board, detailing the reasons for this request.
    - The Commission agreed with this suggestion.
    - Alisha will inform the Sheriff's office of this discussion. If the Sheriff's office submits the written request, the Board will vote on it at the next Regular Meeting.

- Lexi advised the Commission that the county is currently trying to attract applicants and expired CBA with outdated salaries. Once we get a new CBA, we may see more applicants.

- Stephen advised the Commission of the Lateral Deputy that was recently approved to waive the requirements, ended up taking a job with the City of Richland. Laterals are in shortage. Few counties can match city wages.

ADJOURN: 2:30 p.m.

5.10.22
Chair Date

5/10/22
Chief Examiner/Secretary Date