

CIVIL SERVICE COMMISSION

Allison Taylor, Chair

Bob Knight, Commissioner

Julie Petersen, Commissioner

Tammy Dufault, Chief Examiner

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A G E N D A

BOARD OF BENTON COUNTY CIVIL SERVICE COMMISSION REGULAR MEETING December 10, 2013 Personnel Conference Room, Benton County Justice Center Kennewick, WA

10:00 AM

01. CALL MEETING TO ORDER

02. APPROVAL OF MINUTES OF THE OCTOBER 8, 2013 REGULAR MEETING AND THE NOVEMBER 26, 2013 SPECIAL MEETING.

03. CORRESPONDENCE

No Action Required:

- a) 10/23/13 thru 11/15/13 Email conversation between Ruth Plummer, Tammy Dufault and Sheriff Keane regarding request for top three names when Entry Level Corrections Rank List is approved by the Civil Service Commission.
- b) 11/15/13 Email from Tammy Dufault to Ruth Plummer recertifying K. McCall, T. Harris, and N. Helgeson for Entry Level Deputy.
- c) 10/15/13 Email from Ruth Plummer to Tammy Dufault advising Civil Service that Leigh Bromley has been demoted from Lead Nurse to Registered Nurse effective 10/9/13.
- d) 11/6/13 Letter sending lateral entry applicant Natalie Griffin down to BCSO for certification.

Action Required:

None

04. NEW BUSINESS

Action Required:

- 1. Approve Entry Level Corrections Officer Rank List expiring 10/16/14.
- 2. Approve Entry Level Deputy Officer Rank List expiring 11/7/14.
- 3. Request from BCSO to change qualifications for Lateral Deputy.

No Action Required:

- 4. Using Personal/Outside Business email for Civil Service.
- 5. Discuss what to include or remove from minutes/agenda (names, situations, etc.)

05. AVAILABILITY LIST UPDATE

Entry Level

DS 3 Certified from old list
CO 0 Eligible
RC List Expired
RN 12 Eligible
LPN List Expired
MSC List Expired

Lateral Level

DS 2 Eligible
CO 0 Eligible
RC List Expired
RN List Expired
LPN List Expired
MSC List Expired

06. UNFINISHED BUSINESS

1. Update on Civil Service Rules.

07. UNSCHEDULED BUSINESS

08. ADJOURN