

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 SPECIAL MEETING February 25, 2014 Personnel Conference Room, Benton County Justice Center Kennewick, WA

01. CALL MEETING TO ORDER
02. APPROVAL OF MINUTES OF THE DECEMBER 10, 2013 REGULAR MEETING
03. CORRESPONDENCE

No Action Required:

- a) 1/9/14 Email from T. Dufault to R. Plummer sending lateral applicants Perry, Kessler, Herbert, Spurgeon (Deputies) and O'Brien (Corrections) for certification.
- b) 2/5/14 Email from R. Plummer to T. Dufault re: hiring of Lateral Deputy Natalie Griffin on 2/5/14 and returning all others (Laterals Gilk and Pottle, and Entry Levels McCall, Harris, Helgeson).
- c) 1/2/14 Email from J. Clough to Justin Gerry requesting to be removed from the Entry Corrections eligibility list because he found other employment.
- d) 2/20/14 Email from R. Plummer to T. Dufault re: Entry Corrections/request removal of Clough (his request), reject and remove Small from list, and Clossey has been given a conditional offer. Also, there is another Corrections Officer position open due to the departure of Dean. Request next three names.
- e) 2/21/14 Email from T. Dufault to R. Plummer sending down next three names; Donahoe, Lee, and Moala.
- f) 1/28/13 Email from Valerie Boyd to Tammy Dufault/Melina Wenner/Steven Keane re: Nurses wanting to remain Benton County employees. (See #8 under No Action Required for discussion).

Action Required:

None

04. NEW BUSINESS

Action Required:

1. Approve corrected Entry Level Deputy Officer Rank List expiring 11/7/14; Employee Preference Points added to French and removing Smith (no longer interested).
2. Approve Request for Leave of Absence for Swift.

No Action Required:

3. Discuss applicant Manthei to see if he would qualify for Lateral Corrections.
4. Update on PST promotional testing.
5. RN Leigh Bromley resigned 12/6/13.
6. Discuss the Civil Service Commissioner's role regarding disciplinary issues.
7. Discuss using email for applicant contact regarding updates (removal/return to list, etc.)
8. Alert Commissioners regarding the nurse's email letting us know they would like to remain Benton County employees, and if there are any alternatives or options.

05. AVAILABILITY LIST UPDATE

Entry Level

DS 15 Eligible
CO 9 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.
2. Using Personal/Outside Business email for Civil Service.
3. Discuss what to include/remove from minutes/agenda (names, situations, etc.)

07. UNSCHEDULED BUSINESS

08. ADJOURN