

**SHERIFF'S CIVIL SERVICE COMMISSION
MINUTES
AUGUST 28, 2017
Public Works Building, 3rd Floor Conference Room, Port Orchard**

CALL TO ORDER

John Poppe called the meeting to order at 8:01 a.m., with Robert Forbes in attendance.

Approval of new Commission Chair

Commissioner Forbes made a motion to appoint John Poppe as the new Chair of the Civil Service Commission. Commissioner Poppe seconded the motion. Motion Carried

REVIEW AND APPROVAL OF MINUTES OF FEBRUARY 28, 2017

MOTION: Commissioner Forbes moved to approve the minutes of February 28, 2017 as written. Commissioner Poppe seconded the motion. Motion carried.

1. CORRECTIONS OFFICER REQUIREMENTS

- Carol Mackie, Chief Examiner, explained the process and requirements for Correction Officers for promote to Sergeant. The Sheriff's Office would like the requirements and minimum qualifications to match those of Deputy Sergeant. The Correction Officers Guild has concerned that laterals would not be eligible.
- Sheriff Gary Simpson expressed his strong support of mirroring the two sergeant qualifications. He stated that in the past they had no internal candidates, so the Sergeant position was opened to the public, thus requiring the change in qualifications. He would like to see this reverted back.

MOTION: Commissioner Forbes moved to approve the change to the Corrections Sergeant Classification. Commissioner Poppe seconded the motion. Motion carried.

2. OTHER BUSINESS

- Carol Mackie, Chief Examiner, presented a change to the promotional testing process; with the opportunity to utilize Public Safety Testing for the written exam, as well as introducing the Work Performance Rating (WPR). There are concerns that the current employee evaluations do not align with the information needed to perform the WPR. Therefore, that portion of the exam will not take place for the upcoming Sergeants Promotion and the Sheriff's

Office will overhaul its employee evaluations with the intent to utilize the WPR in future promotional opportunities. The written exam will include questions pertaining to the Sheriff's Strategic Plan and will allow specific questions to be dropped if 25% or more fail.

ADJOURNMENT

There being no further business to come before the Commission, the meeting was adjourned at 8:13 a.m.

ATTENDANCE

COMMISSION MEMBERS

Robert Forbes
Chair

John Poppe
Commissioner

STAFF

Carol Mackie
Chief Examiner

Alicia Hartnett
Recording Secretary

GUESTS

Gary Simpson
Sheriff's Officer
Dave White
Sheriff's Office
Mark Rufener
Sheriff's Office
Jason Hedstrom
Sheriff's Office

Carol Mackie, Chief Examiner

NOTE: These minutes are not verbatim.