

**SHERIFF'S CIVIL SERVICE COMMISSION**  
**MINUTES**

**December 16, 2019**

**Public Works Building, 1<sup>ST</sup> Floor Conference Room, Port Orchard**

**CALL TO ORDER**

Meeting called to order at 9:04 a.m., with Commissioners Timothy Thomas and Robert Forbes in attendance.

**REVIEW AND APPROVAL OF MINUTES OF November 5, 2019**

**MOTION:** Commissioner Thomas moved to approve the minutes of November 5, 2019 as written. Commissioner Poppe seconded the motion.  
**Motion carried.**

**1. ADOPT NEW CIVIL SERVICE RULES**

- Discussed Nepotism Rule
- Checks and balances

**MOTION:** Commissioner Thomas moved to approve new Civil Service Rules. Commissioner Forbes seconded the motion.  
**Motion carried.**

**2. DISCUSS PILOT PROMOTIONAL TESTING PROCESS**

- Carol Mackie, Chief Examiner, explains that she has been working with a group that includes the Sheriff's Office Staff, union representatives and Public Safety to add an additional step to our current promotional process. She is requesting approval for the Sheriff's Office to conduct this new process as a pilot for the upcoming Sheriff Sergeant and Corrections Sergeant promotional assessments process. The new process is a Work Performance Rating (WPR) which allows the applicants to get credit for the work that they have done in their current roles.
  - The process uses past evaluations (typically at least 3 years) and supporting documents such as recommendations from the applicants and current sergeants will score the candidates in a non-bias process on leadership competencies. This process is led by a Public Safety facilitator and assigned Human Resources Analyst.
  - Since the Sheriff's Office does not have a solid three years of evaluations the group with guidance from Public Safety are going to allow candidates to submit a two-page written document. The Sheriff Deputies only have two solid years of evaluations and supporting documents and Corrections Officers only have one year.
  - The recommendation is that the WPR as a pilot is not a pass/fail requirement and it would account for 20% of the overall score. This

would change the assessment center and written assessment to equal weights of 40% each.

The following breakdown was provided to the commission:

ASSESSMENT TYPE	Corrections	Deputies	Misc./Notes
<b>WRITTEN</b>	<b>40%</b>	<b>40%</b>	<b>70% Required to Pass.</b> Top 8 candidates and ties proceed to WPR & Assessment Center.  25% Rule Applies to the test questions (25% of candidates that fail a question the question is removed).
<b>WPR</b>	<b>20%</b>	<b>20%</b>	Non bias scoring; final score not disclosed to the SGTs Group only to HR Analyst/Chief Examiner. (Not P/F just added into overall)
<i>-WPR Supporting Documents</i>	* One year of evaluations  *2 page written document	* Two years of evaluations  *2 page written document	
<b>ASSESSMENT CENTER</b>	<b>40%</b>	<b>40%</b>	<b>70% Required to Pass.</b> Passing Candidates proceed to register.

- Jason Hedstrom, Deputy Sheriff and Deputy Sheriff Guild President states that other agencies are doing well with this process.
- Carol Mackie indicates that Jason Hedstrom and Human Resources Analyst, Michael Tayman observed this process at other agencies.
- Carol Mackie indicated that after the pilot, they would come back to the Commission and report the outcomes and possible adjustment may need to be made if the decision is decided to proceed with the WPR process.

### **3. OTHER BUSINESS**

#### **ADJOURNMENT**

There being no further business to come before the Commission, the meeting was adjourned.

**ATTENDANCE**

**COMMISSION MEMBERS**

Robert Forbes  
Commissioner  
Timothy Thomas  
Commissioner

**STAFF**

Carol Mackie  
Chief Examiner  
Kathie Thoma  
Civil Service Secretary

**GUESTS**

John Gese  
Sheriff's Office  
Dave White  
Sheriff's Office  
Jason Hedstrom  
KCDSG

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Chief Examiner

**NOTE: These minutes are not verbatim.**