



AP BY 9/13/11 DATE

**PIERCE COUNTY CIVIL SERVICE COMMISSION  
MINUTES OF SPECIAL MEETING  
Tuesday, March 15, 2011**

**APPROVED**

**AGENDA ITEM I: Call to Order**

The special meeting of the Pierce County Civil Service Commission (PCCSC) for Sheriff's Employees was called to order at 5:00 p.m. on Tuesday, March 15, 2011. The meeting was held in Conference Room D, Hess Building, 901 Tacoma Avenue South, Tacoma, Washington.

**COMMISSIONERS PRESENT:** Commissioner Richard Sokolowski, Chair; Commissioner Gail Merritt-Smith

**STAFF PRESENT:** Sherry Hieb, Human Resources Analyst/Civil Service; Phil Prettyman, Assistant Prosecuting Attorney

**AGENDA ITEM II: Approval of Minutes – November 9, 2010**

**It was moved by Commissioner Merritt-Smith and seconded by Commissioner Sokolowski to approve the minutes from the November 9, 2010 meeting. The motion carried.**

**AGENDA ITEM III: Classification Description Approval**

- Program Coordinator – New Classification

Sherry Hieb, HR Analyst – Civil Service, addressed the Commission and explained that the Program Coordinator classification is a new classification for Civil Service. The classification is a current County classification and the Sheriff's Department has a Program Coordinator that is appointed and handles volunteer coordination for the Sheriff's Department. The Corrections Bureau asked that Civil Service review the position that coordinates inmate services in the jail such as religious and educational services. After interviews and analysis, it was determined that the position be classified as a Program Coordinator. Commissioner Sokolowski asked if the minimum qualifications were the same as the other position in the Department and Ms. Hieb affirmed. **It was moved by Commissioner Merritt-Smith and seconded by Commissioner Sokolowski to approve the Program Coordinator classification description as requested. The motion carried.**

**NEXT MEETING:**

The next regular meeting of the Civil Service Commission is scheduled for April 12, 2011.

There being no further business the meeting was adjourned at 5:04 p.m.

Respectfully submitted:

Sherry Hieb  
Human Resources Analyst/Civil Service

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