



APPROVED

DATE 6/1/11 BY AP

**PIERCE COUNTY CIVIL SERVICE COMMISSION
MINUTES OF SPECIAL MEETING
Tuesday, May 31, 2011**

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 5:30 p.m. on Tuesday, May 31, 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: Sandy Pietz, Chief Examiner; Phil Prettyman, Assistant Prosecuting Attorney

AGENDA ITEM II: Classifications Added to Civil Service –

- **Mental Health Evaluation Specialist**
- **Nurse Practitioner (ARNP)**
- **Clinical Coordinator 2**

Chair Sokolowski stated that this item is due to a consolidation of two county departments and some employees in the prior Human Services Department are transferring to the Sheriff's Department. Under RCW 41.14, all positions in the Sheriff's Department are required to be in Civil Service.

There was discussion and explanation of the classifications to be added to the civil service system. In answer to a question from Chair Sokolowski, Kathie Lybecker, Human Resources Analyst with the Human Resources Department, explained that the classifications to be adopted have been revised to reflect the duties that will be performed specifically in the Sheriff's Department, however, the general function of providing mental health services to inmates is the same. There is one classification, the Clinical Coordinator 2, that will be reclassified as a result of removing the Human Services functions and moving the position to the Sheriff's Department.

In response to a question regarding reclassification, Sandy Pietz stated that the Civil Service Rules contain provisions for reclassification of the incumbent and a competitive process to fill the reclassified position will not be required.

Gail Merritt-Smith moved to accept the classifications of Mental Health Evaluation Specialist, Nurse Practitioner (ARNP) and Clinical Coordinator 2 as in the attached classification descriptions into the Civil Service classification plan, and convert the incumbents. The motion was seconded and carried.

PIERCE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



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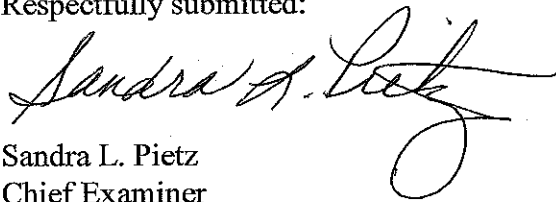
To clarify, Chair Sokolowski stated that the Commission action to transfer the incumbents with the classifications is in accordance with legal advice that this is permissible under the RCW. Phil Prettyman concurred. Sandy Pietz noted that in the late 1990's the Pre-Trial Services Screener positions were transferred from Superior Court to the Sheriff's Department and at that time, the positions and incumbents were transferred.

AGENDA ITEM III: NEXT MEETING

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

There being no further business the meeting was adjourned at 5:48 p.m.

Respectfully submitted:

A handwritten signature in cursive script, appearing to read "Sandra L. Pietz", written in black ink.

Sandra L. Pietz
Chief Examiner