



APPROVED

DATE 2/14/12 BY CSC/AP

**PIERCE COUNTY CIVIL SERVICE COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, January 10, 2012**

AGENDA ITEM I: Call to Order

The regular meeting of the Pierce County Civil Service Commission (PCCSC) for Sheriff's Employees was called to order at 5:03 p.m. on Tuesday, January 10, 2012. 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; Commissioner Linda Thomas

STAFF PRESENT: Sandy Pietz, Chief Examiner; Phil Prettyman, Assistant Prosecuting Attorney

AGENDA ITEM II: Approval of Minutes

It was moved by Commissioner Thomas and seconded by Commissioner Merritt-Smith to approve the minutes of the December 13, 2011 regular meeting. The motion carried.

AGENDA ITEM III: Approval of Leave Without Pay Over 30 Days

Commission approval for leave without pay over 30 days is being requested for Bruce Barham, Ricardo Cruz and Timothy Kavanaugh, per attached memos dated December 5, 2011 and January 3, 2012.

It was moved by Commissioner Thomas and seconded by Commissioner Merritt-Smith to approve the memos and request of December 5, 2011 and January 3, 2012. The motion carried.

AGENDA ITEM IV: Mental Health Evaluation Specialist – Request Change in Minimum Qualifications

Sandy Pietz introduced the agenda item stating that this classification was transferred from Human Services/Community Connections to the Sheriff's Department last year. Sherry Hieb, Human Resources Analyst, explained that including an associate license to the licensing requirements would increase the applicant pool. The revised class description also places two conditions of continued employment on employees with associate licenses. The first states that employees with an associate license must obtain and maintain licensure within a four year period and second, must obtain and maintain an agency affiliated counselor designation. Commissioner Sokolowski asked about the agency affiliated counselor designation and how difficult it was to obtain. Ms. Hieb explained that candidates with associate licenses can easily obtain the agency affiliated designation after they receive a job offer, and that the designation allows them to work

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without a manager being present. Commissioner Sokolowski asked about adding the word “adult” to the minimum qualifications. Ms. Hieb explained that many applicants have child, juvenile or foster care experience and that an adult correctional facility has a different need and adding the word “adult” will focus the candidates’ experience.

It was moved by Commissioner Merritt-Smith and seconded by Commissioner Thomas to approve the revised class description for Mental Health Evaluation Specialist. The motion carried.

NEXT MEETING:

The next regular meeting of the Civil Service Commission is scheduled for February 14, 2012.

ADJOURN: The meeting adjourned at 5:15 p.m.

Respectfully submitted:



Sherry Hieb
Human Resources Analyst – Civil Service