



**PIERCE COUNTY CIVIL SERVICE COMMISSION
MINUTES OF REGULAR MEETING
February 14, 2023**

AGENDA ITEM I: CALL TO ORDER:

The regular meeting of the Pierce County Civil Service Commission for Sheriff's Employees was called to order at 5:15 p.m. on Tuesday, February 14, 2023. The meeting was held virtually via Zoom and in the Human Resources Department, conference room.

COMMISSIONERS PRESENT: Commissioner Paula Wallace Lonergan, Chair; Commissioner Julie Herling

STAFF PRESENT: Sherry Hieb, Chief Examiner; Kim Demarco, Deputy Prosecuting Attorney

AGENDA ITEM II: Approval of Minutes

- Regular Meeting – January 10, 2023

It was moved by Commissioner Herling to approve the regular meeting minutes listed above. Commissioner Wallace Lonergan seconded the motion. The motion was approved.

AGENDA ITEM III: Leave Without Pay Over 30 Days – K. LaLiberte

Chief Examiner Sherry Hieb introduced the item. This is a request for leave without pay over thirty days for one employee that may be taking leave without pay for medical issues. Corrections Deputy K. LaLiberte's first day of leave was January 10, 2023, with a return date of March 22, 2023. The request is to approve leave without pay from the first day of leave to over thirty days and up to one year. Commissioner Herling made a motion to approve the leave without pay over 30 days as requested. Commissioner Wallace Lonergan seconded the motion. The motion was approved.

AGENDA ITEM IV: Request for Change to Minimum Requirements for Lateral Corrections Deputy

Ms. Hieb introduced the item. The Sheriff's Department and Civil Service staff are requesting a revision to the requirements for Lateral Corrections Deputy much like the revisions made to Lateral Deputy Sheriff last year. Currently, at the time of application, laterals must be currently employed, full-time, with a city, county, state or federal correctional agency and have a minimum one year of experience with the current agency providing direct and/or indirect supervision of adult inmates and not be on probation. We changed this to possessing a valid corrections officers' commission in Washington State or equivalent commission from a Washington State Criminal Justice Training Commission (CJTC) approved agency and having successfully completed a Field Training Officer (FTO) period providing direct and/or indirect supervision of inmates in an adult corrections facility. By no longer requiring applicants to be currently employed or have one year of experience, the Sheriff's Department can compete for laterals who have either resigned, were laid off or have just completed the Corrections Academy.

CIVIL SERVICE COMMISSION
MINUTES OF REGULAR MEETING – February 14, 2023
Page 2

The requirements mirror those of lateral Deputy Sheriff. The classification has also been converted to the new format.

Commissioner Wallace Lonergan asked if a person does not have the one year of experience, will they have to complete a probationary period. Ms. Hieb stated that if an applicant has been through the Washington State Criminal Justice Training Commission Corrections Officer Academy, then they do not need to go through it again. If they have not gone through the academy and have, for example, worked for the Washington State Department of Corrections and have taken the CORE academy, then they will need to take the two-week equivalency academy. All lateral candidates need to complete the FTO program and a one-year probationary period. Commissioner Herling asked if prior experience is credited once they are hired at Pierce County. Ms. Hieb stated that they start over in seniority.

Commissioner Herling made a motion to accept the changes to the Corrections Deputy class description, in keeping with the changes that took place to the Deputy Sheriff class description last year, and as stated presented. Commissioner Wallace Lonergan seconded the motion. The motion was approved.

AGENDA ITEM V: Separate Register for Laterals from Olympia Jail

Ms. Hieb introduced the item. Ms. Hieb stated that the Sheriff Department Background Unit is working lateral registers. Per the Civil Service Rules and previous interpretations, lateral registers and candidates need to be processed in the order they are certified. The Sheriff's Department recently learned that the Olympia Jail is being closed in May 2023 and a link to an article in The Olympian was included in the staff report. The Olympia Jail has eight employees who may be interested in applying to work at Pierce County.

Ms. Hieb stated that the request is to have a separate register developed for those interested from the Olympia Jail. This would allow the Background Unit to work on the Olympia Jail candidates faster so that we can pick them up as soon as the jail closes. There are two candidates in the academy and Olympia plans to pay for them to continue until they finish in two weeks. They have also completed their FTO period. They will meet the requirements of the class description that was approved.

This request is very important as the Corrections Bureau has sixty-four vacancies right now. If we can get them started as soon as possible it would help. Commissioner Wallace Lonergan asked how they would be notified of the opportunity and if they would submit an application. Corrections Bureau Chief Patti Jackson explained that she has been in contact with the Lieutenant at the Olympia Jail and was informed that she has four staff that are wanting to come to the Pierce County Jail. They understand that they will need to go through the background process. The two employees in the academy have prior experience in corrections and come highly recommended. The Olympia Jail sought us out.

Commissioner Herling made a motion to develop a separate lateral Corrections Deputy register for those at the Olympia Jail. Commissioner Wallace Lonergan seconded the motion. The motion was approved.

CIVIL SERVICE COMMISSION
MINUTES OF REGULAR MEETING – February 14, 2023
Page 3

AGENDA ITEM VI: New Business

Commissioner Herling announced that, with a heavy heart, she would be stepping down from the Commission in June of 2023. Commissioner Wallace Lonergan stated that she is sorry to see her go.

There was discussion regarding the collection of the Commissioner's individual Pirnie Appeal documents. The original will be kept and archived. The time for an appeal to the Commission's decision has expired.

AGENDA ITEM VII: Next Regular Meeting – March 14, 2023

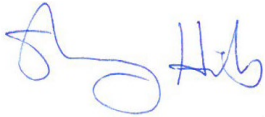
AGENDA ITEM VIII: Public Comment

No public comment

AGENDA ITEM IX: Adjourn.

The meeting adjourned at 5:34 p.m.

Respectfully submitted:

A handwritten signature in blue ink, appearing to read 'Sherry D. Hieb', written over a horizontal line.

Sherry D. Hieb
Chief Examiner