GENERAL SUMMARY
The Chief Examiner is responsible for the application of human resource management principles and the Civil Service Rules within the mandate of RCW 41.14 Civil Service for Sheriff’s Office. The Chief Examiner is appointed by and accountable to the Civil Service Commission and reports to the Human Resources Director for day-to-day management and supervision.

SERIES CONCEPT
None

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES
Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Perform the duties of the Chief Examiner as provided in Civil Service Rule 4.3, Chief Examiner.
- Administer and manage the Civil Service merit system for employees of the Sheriff’s Department.
- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules, and determine methods for expediting workflow; assign, review and approve the work of subordinate staff; conduct performance evaluations and develop performance measures and standards.
- Interpret and apply rules, procedures, and federal and state laws; ensure consistent interpretation of laws, rules, policies, and procedures.
- Provide staff support to the Commission including recommendations for Commission action; as Secretary to the Commission, prepare minutes of meetings and maintain files of the Commission as required.
- Administer appeals to the Commission and public hearings as set forth in RCW 41.14, the Commission’s adopted hearing procedures and related State laws, issue subpoenas and orders on behalf of the Commission.
- Represent the Commission when appropriate in legal actions; provide documents or other information as required; provide testimony regarding application of Civil Service Rules and/or actions taken, practices and procedures.
- Supervise and/or develop, organize, and administer a variety of entry level and promotional examinations for positions within the Civil Service system; ensure validity of exams; respond to examination protests as needed and explain protested exams or exam elements to the Commission.
- Oversee and/or conduct recruitments for Civil Service positions; prepare or supervise the creation of announcements and advertisements for recruitment.
- Establish, manage, and maintain employment registers in a manner to meet Sheriff’s Department hiring needs; certify names to the Sheriff to fill authorized vacancies.
- Maintain and update the Civil Service classification plan; develop classification specifications; audit classifications and/or conduct reclassification studies and recommend changes.

Created: 10/1988
Revised: 4/92; 11/95; 6/00; 1/08; 4/13; 1/2022
Determine action and respond to appeals from candidates and employees.

Conduct and/or respond to salary surveys; make recommendations to the Human Resources Director for salary range assignments or reallocation.

Conduct research on personnel policies and procedures and provide analysis and recommendations to the Commission.

Develop and negotiate contracts/agreements with vendors for specialized exam development and/or administration, as needed, monitor contract performance.

Serve as liaison between the Civil Service Commission and the Sheriff’s Department and advise the Sheriff, Sheriff's designee, or others on Civil Service rules, practices, and procedures.

Prepare and monitor the annual division budget; approve appropriate expenditures for payment within Departmental authority.

Review, analyze, create, and/or respond to suggested Civil Service language changes for collective bargaining units and the Civil Service Commission; recommend additional rule changes as appropriate.

Certify personnel actions for Civil Service positions and covered employees as provided in RCW 41.14.150, utilizing approved County payroll systems and approval processes.

Conduct training sessions as needed for Sheriff’s employees on Civil Service procedures and matters.

Ensure effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.

Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.

Other Job Functions

- Perform other functions necessary to properly carry out the mandate of the Commission and provisions of law related to the Civil Service system and such duties as may be assigned by the Commission or the Human Resources Director.

- Perform other job functions as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor degree in Human Resources, public or business administration, or a closely-related field and two or more years of professional personnel management experience directly related to the duties of the position OR any equivalent combination of education and experience which clearly indicates the ability to perform the essential functions of the position is required.

Licenses or Certifications

OTHER JOB REQUIREMENTS

Must meet travel requirements and authorize and complete a background check prior to employment.

PREFERRED QUALIFICATIONS

Professional level human resources experience with Washington State law enforcement civil service administration and testing is preferred.

SUPERVISION

The position is responsible for supervision of assigned employees.
COMPETENCIES

Knowledge of:

- Modern human resource management practices and of laws relating to pre-employment and promotional testing.
- Testing methods and test validation processes.
- Federal, state, and local laws, ordinances, resolutions, executive orders, and other legislative actions as they pertain to civil service systems and human resource management.
- Principles and practices of public administration, organization, personnel management, and modern supervisory practices.

Skill in:

- Exercising discretion and ensuring confidentiality of sensitive information.
- Developing a team and enhancing a teamwork approach to meeting goals and objectives.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies, and procedures and in effective problem-solving.
- Use and operation of personal computer system applications and software programs.
- Working with a variety of individuals from diverse backgrounds.

Ability to:

- Effectively supervise, plan, direct, coordinate and evaluate the activities of subordinates.
- Exercise sound independent judgment in the application and interpretation of Civil Service Rules, related procedures and County policies and practices.
- Plan, develop and set program goals; plan and establish operational procedures; anticipate and implement changes as needed.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of technical, management and/or administrative nature.
- Develop and implement Civil Service procedures and rules.
- Conduct job analyses, make appropriate recommendations for classification, and develop class descriptions.
- Conduct salary surveys and make appropriate recommendations regarding salary placement.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational, and economic backgrounds.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
WORKING ENVIRONMENT/CONDITIONS
The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
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</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Seldom or Never</td>
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<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
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<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
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<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
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<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
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<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks, construction)</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is generally sedentary. Employee sits most of the time; may walk or stand for brief periods. May occasionally make field visits. Physical activities required include finger dexterity necessary to operate equipment in this position, talking, seeing, walking, sitting, bending/stooping, pushing/pulling and any unassisted lifting associated with performing the essential functions.