



COMMISSIONERS  
Jennifer Roberts, Chair  
Peggy Quan  
John Martin

## CIVIL SERVICE COMMISSION

Public Meeting  
January 26, 2023

### 1) CONVENE PUBLIC MEETING

The public meeting was convened at 10:13 a.m.

#### A. Introduction/Attendees:

##### Commissioners:

Peggy Quan, Commissioner  
Jennifer Roberts, Commissioner  
John Martin, Commissioner

##### Staff:

Wayne Jones, Chief Examiner  
Dawn Hanson, Human Resources  
Jane Futterman, Prosecuting Attorney's Office  
Dave Pearsall, Undersheriff  
Trevor Davis, Corrections  
T Klein,

### 2) APPOINTMENT OF THE CIVIL SERVICE COMMISSION CHAIR

Jennifer Roberts was appointed as the 2023 Commissioner Chair.

**Motion:** Commissioner Martin made a motion to approve. Commissioner Roberts seconded the motion. **Motion carried.**

### 3) PUBLIC COMMENT

No comments made.

### 4) APPROVAL OF MINUTES

**Motion:** Commissioner Quan made a motion to approve the December 15, 2022 minutes. Commissioner Martin seconded the motion. **Motion carried.**

**5) UPDATE ON CRIME ANALYST CLASSIFICATION**

Wayne discussed the crime Analyst Classification and stated that the classification is intended to stay as it had been before.

**6) REVERSIONS FROM UNCLASSIFIED SERVICE (CSR 9.6A.)**

Wayne reviewed the following reversions:

- A. Undersheriff Brady to Lieutenant
- B. Chief Brad Watkins to Captain
- C. Chief Jeff DeHan to Sergeant
- D. Chief Todd Thoma to Captain

**7) DISPLACED DUE TO REVERSION (CSR 9.6 C.)**

Wayne reviewed displacement due to reversion:

- A. Captain Shawn Ball

**8) RETIREMENTS**

Wayne announced retirements:

- A. Sheriff John Snaza
- B. Captain Gordon Phillips

**9) EXAMINER'S REPORTS**

**Budget Status Report** – Wayne reviewed the 2022/2023 budget expenditures.

**Monthly Activity Report** – Wayne reviewed the monthly activity report of vacancies and recruitments.

**Current Vacancies:**

- 8 Deputy Sheriff
- 11 Corrections Deputy
- 1 Crime Analyst
- 1 Legal Assistant
- 1 Financial Operation Assistant
- 1 Correction Lieutenant
- 2 Correction Sergeant

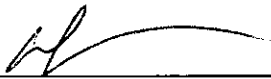
**10) OTHER BUSINESS**

**Sheriff's Office Update:** Undersheriff Pearsall stated that they are looking to temporarily convert the Legal Assistant position to a Systems Administrator position until next year and reevaluate the positions at that time. He would like to see about changing the hiring standards as it relates to marijuana use due to the significant number of applicants being disqualified due use. This will be discussed at the next Civil Service meeting. He would also like to revert to having candidates go through an oral board.

**11) ADJOURN**

**Motion:** Commissioner Quan moved to adjourn the meeting. Commissioner Martin second the motion. **Motion carried.**

The meeting adjourned at 10:55 a.m.

  
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Wayne Jones  
Civil Service Chief Examiner

/s/JR  
\_\_\_\_\_  
Jennifer Roberts  
Chair, Thurston County Civil Service Commission