



**THURSTON COUNTY**  
WASHINGTON  
SINCE 1852

COMMISSIONERS  
Jennifer Roberts, Chair  
Peggy Quan  
Glenn Cramer

## CIVIL SERVICE COMMISSION

Public Meeting  
May 27, 2021

### 1) CONVENE PUBLIC MEETING

The public meeting was convened at 10:01 a.m.

#### A. Introduction/Attendees:

##### Commissioners:

Peggy Quan, Commissioner  
Glenn Cramer, Commissioner

##### Staff:

Wayne Jones, Chief Examiner  
Cameron Mullins, Human Resources  
Debbie Brookman, Human Resources  
Devon Smith, Human Resources  
Brad Watkins, Sheriff's Office  
Jane Futterman, Prosecuting Attorney's Office

##### Guest:

Elizabeth Donovan  
Heidi Thomsen

### 2) APPROVAL OF MINUTES

**Motion:** Commissioner Cramer made a motion to approve the April 22, 2021 minutes.

**Motion carried.**

### 3) EXTENSION OF CORRECTIONS LIEUTENANT PROMOTIONAL LIST

The Sheriff's Office provided a request to extend the Corrections Lieutenant eligibility list. Wayne discussed that the Sheriff's Office has requested that the list be extended for another year.

**Motion:** Commissioner Cramer made a motion to approve the extension of Corrections Lieutenant promotional list.

**Motion carried.**

**4) EXTENSION OF CORRECTIONS SERGEANT PROMOTIONAL LIST**

Wayne discussed that the Corrections Sergeant list is current and valid through October 12, 2021. The Sheriff's Office has requested that the list be extended for another year to have a new expiration date of October 12, 2022.

**Motion:** Commissioner Cramer made a motion to approve the extension of the Corrections Sergeant promotional list.

**Motion carried.**

**5) PROPOSED CHANGES TO CLASSIFICATIONS**

Debbie Brookman discussed that she has been working collaboratively with Human Resources, the Deputy Sheriff's Association, the Sheriff's Office, and Civil Service. Wayne discussed proposed changes to the position classifications.

**A. Legal Assistant Supervisor**

**Motion:** Commissioner Cramer made a motion to approve the Legal Assistant Supervisor classification.

**Motion carried.**

**B. Legal Assistant**

**Motion:** Commissioner Cramer made a motion to approve the revised classification for Legal Assistant 5221 and rescind the classification 5221B.

**Motion carried.**

**C. Financial Operations Assistant**

**Motion:** Commissioner Cramer made a motion to approve the Financial Operations Assistant classification.

**Motion carried.**

**D. Crime Analyst**

**Motion:** Commissioner Cramer made a motion to approve the Crime Analyst classification.

**Motion carried.**

**6) EXAMINER'S REPORTS**

**Budget Status Report** – Wayne reviewed the May 2021 budget expenditures.

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

**Current Vacancies:**

4 Deputy Sheriff  
8 Corrections Deputy  
2 Legal Assistant

**7) OTHER BUSINESS**

**Sheriff's Office Update:** Chief Watkins provided an update of upcoming vacancies and staffing changes within the Sheriff's Office.

**ADJOURN**

**Motion:** Commissioner Cramer made a motion to adjourn the meeting.

**Motion carried.**

The meeting adjourned at 10:50 a.m.



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Wayne Jones  
Civil Service Chief Examiner

/s/JR

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Jennifer Roberts  
Chair, Thurston County Civil Service Commission