



## Knox County Sheriff's Office Merit System Council

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**Andrew Johnson Office Building  
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Jim Jennings, Chairperson  
Jim Wright Jr., Council Member  
Regina Oster, Council Member  
Laschinski Emerson, Alternate Council Member

Paula M. Taylor  
Executive Director

### **MERIT SYSTEM COUNCIL MEETING MINUTES September 25, 2019 5:00 P.M., Merit System Council Office Suite 601**

Chairman Jennings called meeting to order at 5:00 p.m.

Present at this meeting: Jim Jennings, Chairperson; Jim Wright, Jr., Council Member; Regina Oster, Council Member; Laschinski Emerson, Alternate Council Member; Chief William Purvis, KCSO Personnel; Lysette Aviles, KCSO Human Resources; Lieutenant Jeff Smith, KCSO Employee Representative; Myers Morton, Knox County Law Director; Paula Taylor, Executive Director.

#### NEW BUSINESS:

The minutes of the previous meeting were presented. Regina Oster made a motion to approve the meeting minutes as presented; Jim Wright Jr., seconded, motion passed.

The council then discussed a date for the next meeting. Council decided to leave the next meeting subject to the call of the Chair.

Chairman Jennings recognized Lysette Aviles to present the request for approval of job descriptions. Mrs. Aviles presented the Pre-trial Assessment Site Coordinator job description stating that this would be a new position added to the Classified Service. After a brief discussion, Mrs. Oster made a motion to approve the job description as presented; Mr. Wright seconded, motion passed.

Mrs. Aviles then discussed the Human Resource Coordinator job description. The Sheriff's Office request was to change the current position from a Grade 16 to a Grade 10 and employees in this position will report to the HR Director. Changes to the position summary, required duties, education and training and knowledge, skills and abilities sections were also discussed. Mr. Wright made a motion to approve the job description as requested; Mrs. Oster seconded; motion passed.

The Benefits Coordinator job description was presented to approve the request to change that employees in this position report to the HR Director. Mr. Wright made a motion to approve; Mrs. Oster seconded; motion passed.

Mrs. Aviles presented the Crime Analysis Manger job description. The request was made to change the title to IT Crime Analysis Manger who will report to the Captain of Technology. Mrs. Oster made a motion to approve the changes as requested; Mr. Wright seconded; motion passed.

The Patrol Officer job description was presented with a request to approve removing Patrol Recruit/Grade 7 from the description along with updating the Physical Abilities section to include the requirement that you must be able to pass a vision and hearing test. After a brief discussion and questions from the Council, Mr. Wright made a motion approve the job description as presented; Mrs. Oster seconded; motion passed.

Mrs. Aviles then presented the Correctional Officer job description requesting to add to the Physical Abilities section the requirement that candidates must be able to pass a vision and hearing test. Mr. Wright made a motion to accept the update; Mrs. Oster seconded; motion passed.

The Personnel Specialist job description was presented and a request was made to change the title of the position to Human Resources Clerk. Mr. Wright made a motion to accept the position title change; Mrs. Oster seconded; motion passed.

Mrs. Aviles then requested that the Director of Personnel and the Assistant Director of Personnel job descriptions be eliminated from the Classified Service. After a brief discussion regarding both positions, Mrs. Oster made a motion to remove the job descriptions from the Classified Service; Mr. Wright seconded; motion passed.

OLD BUSINESS:

STAFF BUSINESS:

ADJOURNMENT:

There being no further business, the Council adjourned at 5:31 P.M.

Respectfully Submitted:

Approved:

Paula M. Taylor  
Executive Director

Jim Jennings  
Chairperson