



Regular Meeting Notice/Agenda

The Civil Service Commission

9:30 AM – May 21, 2024

NOTICE IS HEREBY GIVEN by the City of Spokane Civil Service Commission, that a regularly scheduled meeting of the Civil Service Commission will be held on May 21, 2024, commencing at 9:30 A.M. in the City Council Chambers – Lower Level of City Hall (808 W. Spokane Falls Blvd., Spokane WA, 99201). The purpose of the meeting is to conduct the monthly commission meeting and to discuss other matters as reflected on the attached agenda.

The meeting will be conducted in-person and open to the public with commission members, staff and presenters attending in-person. All meetings will be streamed live on Channel 5.

Oral public comment will be accepted at the meeting for agenda items to be decided by the Commission, excluding hearing items. Individuals who want to provide oral comment at this time but are unable to physically attend the meeting shall contact the Commission at civilservice@spokanecity.org to request by 5:00 P.M. the day before the meeting, (Monday, May 20, 2024) so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 9th DAY OF MAY 2024.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or m_lowmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.



Agenda

Regular Meeting of the Civil Service Commission

9:30 AM – May 21, 2024

City Hall – City Council Chambers – Lower Level
808. W Spokane Falls Blvd., Spokane, WA 99201

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
 - a. March 19, 2024, Minutes (pg. 3)
3. **CHIEF EXAMINER UPDATE**
4. **NEW BUSINESS**
 - a. Resolution 2024-05: Classification Actions (pg. 5)
 - b. 2023 Annual Report Presentation (pg. 25)
5. **OTHER BUSINESS**
6. **ADJOURN**

Note: The meeting is open to the public, with the possibility of the Commission adjourning into executive session.



Minutes

Regular Meeting of the Civil Service Commission

March 19, 2024

1. CALL TO ORDER/ROLL CALL

Meeting called to order at 9:30am. All commissioners were present except Vice Chair Gilmore and Commissioner Palmerton who had excused absences.

2. APPROVAL OF MINUTES

- a. January 16, 2024, Minutes

MOTION: I make a motion that we approve.

Stephens/Hult: Motion passed unanimously

- b. February 20, 2024, Minutes

MOTION: I motion approval of the February 20 minutes as well.

Hult/Stephens: Motion passed unanimously

3. CHIEF EXAMINER UPDATE

Chief Examiner Pearson gave updates on Civil Service.

- a. Trainings are scheduled for employees in the coming weeks on the Merit System Rules changes.
- b. Working on 2023 annual report and presenting at May Commission Meeting.
- c. Marketing Coordinator is attending college and community job fairs through this season. She is also working on a police department recruiting website which will go live in the coming weeks.

4. NEW BUSINESS

- a. Resolution 2024-02: Classification Actions

MOTION: I'll make a motion that we adopt the changes as presented.

Stephens/Hult: Motion passed unanimously

- b. Resolution 2024-03: Chair and Vice Chair Appointments

MOTION: I would put forth for discussion with the Commission in the form of a motion Mr. Stephens be appointed Chair and Ms. Palmerton Vice Chair for the next cycle.

Hult/Lindsey: Motion passed unanimously

- c. Resolution 2024-04: Merit System Rules Adoption

MOTION: I will make a motion that we adopt the new rules as presented.

Stephens/Hult: Motion passed unanimously

5. **OTHER BUSINESS**

6. **ADJOURN**

MOTION: I would move adjournment.

Hult/Stephens: Motion passed unanimously

Meeting adjourned at 9:39am.

Note: The meeting is open to the public, with the possibility of the Commission adjourning into executive session.



Item 4A – Resolution 2024-05 – Classification Action

Background

This month we present a current job classification for retitling:

| <u>SPN</u> | <u>Current Title</u> | <u>Proposed Title</u> |
|------------|--|--|
| 043 | Education and Outreach Specialist | Community Risk Reduction Specialist |

This change updates the professional line of progression in the fire prevention field, where the Specialist position may promote to Community Risk Reduction Manager. The new title describes the field of work more accurately, and only the Fire Department utilizes this job classification.

The Fire Department and M&P Association concur with the classification retitling.

We present a previous classification for reactivation and retitling:

| <u>SPN</u> | <u>Current Title</u> | <u>Proposed Title</u> |
|------------|--|--|
| 081 | Police Evidence and Records Manager | Police Records and Evidence Administrator |

The Police Department requested deletion of SPN 081 in 2018. An exempt position performed managerial functions over these areas since that time. Now, they have requested to return to use of a classified managerial role due to internal reorganization which makes use of their exempt position in another area. The classification specification has been updated to reflect the current work required in this role.

The Police Department and M&P Association concur with the class reactivation and retitling.

We also present two new classifications for adoption:

| <u>SPN</u> | <u>Current Title</u> | <u>Proposed Title</u> |
|------------|----------------------|-----------------------------------|
| 123 | -- | Senior Treasury Specialist |
| 152 | -- | Digital Forensics Analyst |

The Senior Treasury Specialist captures specialized cash management, banking, and debt management functions currently performed by an Accountant with prior work experience in those specialized areas. This new job class allows accountants or other financial specialists to qualify while ensuring proper succession planning for the Finance, Treasury and Administration Department.

Chief Financial Officer Matt Boston and the M&P Association concur with this new job classification.

The Police Department requests adoption of Digital Forensics Analyst to provide forensic science expertise for evidence acquired from modern electronic devices, including mobile phones, tablets, computers, and Internet of Things devices such as automobiles and household appliances. The position may also be called upon to testify in court as an expert witness.

The Police Department and M&P Association concur with this new job classification.

Recommendation

Staff recommends adoption of classification resolution **2024-05**

Attachments:

SPN 043 – Community Risk Reduction Specialist

SPN 081 – Police Records and Evidence Administrator

SPN 123 – Senior Treasury Specialist

SPN 152 – Digital Forensics Analyst



Job Classification Specification

CITY OF SPOKANE CIVIL SERVICE COMMISSION

ESTABLISHED 1910

EDUCATION AND OUTREACH COMMUNITY RISK REDUCTION SPECIALIST

SPN: 043

Bargaining Unit: M&P-B

Pay Range: 38

Effective Date: 2/2023

CLASS SUMMARY

Responsible for implementation and presentation of fire, health, and life safety risk reduction education programs for the Fire Prevention Division of the Spokane Fire Department. Duties are varied and require the application of independent judgement. Carelessness or lack of judgment may cause embarrassment to the City and diminish public utilization and attitude toward services. Work is light in nature, involves frequent contact with the public, and may require irregular schedule or hours including nights, weekends, and occasional holidays.

SUPERVISION RECEIVED AND EXERCISED

Work is performed under general supervision, with questionable cases referred to the supervisor. Employee works with increasing independence as experience is gained. May provide work direction or instruction to program assistants or volunteers but does not supervise other employees.

EXAMPLES OF JOB FUNCTIONS

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Assists in community outreach and educational programs in fire prevention and risk assessment or reduction. Conducts educational activities intended to educate and inform the public.
- Builds and maintains relationships with community partners and groups with a focus on health, life, and safety risk reduction. Partners and coordinates with public and private sector contacts in implementing education programs with the goal of increasing public engagement, awareness, and behavior change.
- Provides public engagement in non-traditional settings. Offers assistance, direction, and solutions to individuals with needs outside the typical scope of department services.
- Embraces and integrates trends and methods for community risk reduction programs and messages.
- Prepares and delivers topical presentations to various audiences, such as local groups, businesses, and schools, including classrooms ranging from pre-K through higher education.
- Delivers prepared lectures on the operation of departmental programs and answers questions about programs and opportunities. Staffs departmental appearances or attends community events, public presentations, and other pertinent activities.
- Coordinates the interview/referral process for children subsequent to fire play or firesetting. Works with Fire Department management, personnel, social workers, counselors, and juvenile justice agents as needed.
- Maintains current knowledge of trends and developments in their field for application to functional areas of responsibility; maintains all certificates required for specific program duties and responsibilities.
- Interacts with the City's communications team as well as local media to facilitate education to the public. May assist with information during urgent incidents or emergencies.

Education and Outreach Specialist

SPN 043

- Operates computers and may use audiovisual equipment. Documents activities and prepares reports. Assists in analysis of program performance.
- Conducts special projects and programs as assigned.
- Operates a vehicle to move between various work locations.
- Performs related work as required.

COMPETENCIES

Knowledge of:

- The assigned department's operations and programs relevant to the work.
- Hazards, safety precautions, and risks related to the programs administered.

Skill in:

- Oral communication, facilitation, and teaching, including public presentations to groups.
- Written communication and attention to detail.
- The use of personal computers and related software.
- Gathering and interpreting statistical and other data for program analysis and report preparation.

Ability to:

- Rapidly learn information about the department and its programs.
- Plan, coordinate, and conduct outreach and program delivery to varying audiences or individuals.
- Work with people in difficult and uncomfortable situations.
- Communicate tactfully and diplomatically with the public, superiors, and peers; must be able to communicate clearly and concisely.
- Establish and maintain effective working relationships, both internal and external.
- Represent the department favorably to a variety of internal and external stakeholders.
- Conduct and reinforce elements of City programs utilizing good judgment.
- Operate as part of a small, focused team.
- Operate a personal computer and use related office software and other equipment.
- Follow oral and written instructions and complete assignments as required.

PHYSICAL DEMANDS

- Ability to converse with others on the telephone and in person, and to address public groups.
- Ability to read screens and standard text.
- Ability to operate a computer and related office equipment.
- Ability to walk and stand for prolonged periods of time while delivering program content or moving around and between site locations.
- Ability to lift and move materials weighing up to 20 lbs.
- Ability to operate an automobile.

WORK ENVIRONMENT

- Duties may involve irregular workdays or hours and travel to various sites in the greater Spokane area.
- May be required to respond to emergency incidents as a Fire Prevention representative.

Education and Outreach Specialist

SPN 043

MINIMUM EDUCATION AND EXPERIENCE:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open Entry Requirements:

- Education: Graduation from an accredited four-year college or university with a degree in Sociology, Social Work, Education, Communications, or a closely related field.
- Experience: One year of experience supporting risk assessment or fire prevention programs, or two years of experience supporting public education and outreach programs.

Licenses and Certifications:

- A valid driver's license is required, to be maintained throughout employment, or otherwise demonstrate ability to get to and from multiple work locations as required.
- Must possess Youth Fire Setting Prevention and Intervention: Level 1 certification or obtain within two years of employment.
- Must possess Fire and Life Safety Educator: Level 1 certification or obtain within two years of employment.

New: 9/09

Retitled: TBD

Revised: 2/23

Reviewed: 11/11



Job Classification Specification

CITY OF SPOKANE CIVIL SERVICE COMMISSION

• ESTABLISHED 1910

POLICE RECORDS AND EVIDENCE ADMINISTRATOR

SPN: 081

Bargaining Unit: M&P-B

Pay Range: TBD

Effective Date: TBD

CLASS SUMMARY

Performs responsible managerial and professional work directing the activities and personnel of the Spokane Police Department (SPD) Records and Evidence sections. Duties are varied and require independent action in devising new methods and procedures in compliance with applicable local, state, and federal regulations and SPD policies.

SUPERVISION

Under limited direction, selects and develops own methods of accomplishment to obtain the desired results within the limits of established policy. Responsible for supervision and training of a large group of employees working various shifts in the Evidence Facility and Police Records sections of the Police Department, including subordinate supervisors.

EXAMPLES OF JOB FUNCTIONS

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Plans, organizes, and directs SPD's Police Records and Evidence functions in compliance with federal laws and SPD procedures and guidelines. Assists division in developing essential records programs and preparation of records and evidence retention procedures and schedules. Supervises maintenance of critical and confidential evidence and records.
- Manages and oversees the daily operations of the Police Records and Evidence personnel through subordinate supervisors. Determines staffing, work schedules, and office procedures for expediting workflows.
- Directs and participates in public records disclosure, completes subpoenas for records, and screens investigative and arrest reports for public dissemination.
- Monitors and maintains employee access to law enforcement documentation and information in accordance with regulatory requirements. Provides audit support for mandated oversight, education, and use of the ACCESS system. Responds to audit results, providing corrective actions as necessary.
- Assists in preparing budget estimates; prepares operational reports and business plans.
- Plans, assigns, and reviews the work of subordinate employees performing duties in support of evidence and records management and maintenance of working files and storage areas.
- Interviews, hires, and may train new employees.
- Develops forms, procedures, and systems for supervised sections.
- Studies and analyzes forms, procedures, practices, and systems; recommends changes to improve the effectiveness of operating units.
- Compiles information and prepares a variety of reports related to records and evidence management and departmental activities.
- Operates computers and standard office machines.
- Performs related work as required.

COMPETENCIES

Knowledge of:

- Supervisory principles, practices, and procedures.
- Office management principles, practices, procedures, and organization to plan, assign, and coordinate staff activities.
- Principles, practices, and techniques of program and project planning and management.
- Principles and practices of public administration, including budgeting, purchasing, and maintaining public records.
- Pertinent federal, state, and local laws, codes, and regulations, including applicable WASPC and FBI standards and NIBRS reporting procedures, and ability to learn and continuously update knowledge.
- Policies and procedures of the Police Records section and Evidence facility.
- Business English language and skills needed for typical business communication such as presentations, meetings, correspondence, and report writing.
- Business math and numerical data analysis.
- Current technology including computers, software applications, office equipment, etc.
- Data processing, entry, and retrieval.
- Occupational and safety hazards, and procedures relating to biohazardous, chemical and infectious waste stored within the Evidence facility.

Ability to:

- Effectively lead and manage staff by developing and directing people as they work.
- Design and implement new policies, procedures, and programs.
- Prioritize and administer multiple technically complex assignments concurrently, meet deadlines, and work well under pressure.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with others.
- Use tact and diplomacy in dealing with sensitive and complex issues courteously and effectively.
- Maintain complex records and prepare reports from varied sources of information.
- Research, understand, analyze, interpret, and apply regulatory information.
- Use sound judgment in making decisions.
- Maintain proper confidentiality of information, records, and property evidence.
- Adapt to changing demands and priorities.

TYPICAL EQUIPMENT USED

Personal computer and associated software, telephone, calculator, and other general office equipment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Must possess the ability to transport a computer laptop from one work location to another.

WORK ENVIRONMENT

Incumbent works primarily in a standard office environment with moderate noise levels and controlled temperature conditions. Work involves frequent interaction with staff and public and private representatives in responding to inquiries and interpreting and enforcing departmental policies and procedures. Duties may require some work during nonstandard hours such as evenings, weekends, and holidays.

MINIMUM QUALIFICATIONS

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open-Entry Requirements:

- Education: Graduation from an accredited college or university with a bachelor's degree in public or business administration, criminal justice, or related field.
- Experience: Four years of increasingly responsible work managing complex business services involving multiple work groups and a large number of employees (30+), including a minimum of two years of full scope supervisory experience with responsibility for hiring and disciplinary/termination processes.

Licenses and Certifications:

- Must possess or obtain WACIC/ACCESS I and II certification within six months of hire.

NOTE: Applicants must submit to a polygraph examination, fingerprint, and background investigation prior to appointment.

New: 10/2014
Revised: 1/2015, TBD
Reviewed:
Deleted: 8/2018
Reactivated: TBD
Retitled: TBD

NATURE OF WORK:

Performs responsible managerial and professional work directing the activities and personnel of the Spokane Police Department (SPD) Records and Police Evidence sections of the Spokane Police Department. ~~Employee is responsible for planning, assigning, directing and evaluating activities and personnel in compliance with applicable laws, policies and procedures. Work requires a thorough knowledge of evidence, records, management, and the application of independent judgment in decisions, new methods and procedures. Work is not subject to specific checks or controls; if not detected, errors could cause serious interruption of routine or possible embarrassment to the City. Employee has routine contact with employees of other departments and outside agencies. Duties are varied and sedentary in nature, performed under normal working conditions and require independent action in devising new methods and procedures in compliance with applicable local, state, and federal regulations and SPD policies normal attention to prevent errors.~~

SUPERVISION:

Under limited direction, selects and develops own methods of accomplishment to obtain the desired results within the limits of established policy. Responsible for supervision and training of a large group of employees working various shifts in the Evidence Facility and Police Records sections of the Police Department, including subordinate supervisors.

~~Plans and arranges own work, establishes procedures, and refers unusual cases to supervisor; supervises a large group of employees working various shifts in the Property Evidence Facility and Police Records Section.~~

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes, and directs SPD's Police Records and Evidence functions in compliance with federal laws and SPD procedures and guidelines. Assists division in developing essential records, programs, and preparation of records and evidence retention procedures and schedule. Supervises Monitors and maintenance of critical and confidential evidence and police records in accordance with applicable laws.
- Manages and oversees the daily operations of the Police Records and Police Evidence personnel sections through subordinate supervisors personnel; Determines staffing, work schedules, and office procedures for expediting workflows. assists in preparing budget estimates; supervises maintenance of operating evidence and records; prepares operational reports and business plans.
~~Plans, lays out, assigns and reviews the work of subordinate employees performing duties in evidence and records management and maintenance of office files; interviews, hires, and may train new employees; develops forms, procedures and systems for supervised sections.~~
- Assists division in developing essential records, programs, and preparation of records retention schedule. Monitors and maintains police records in accordance with applicable laws. Studies and analyzes forms, procedures, practices and systems; recommends changes to improve the effectiveness of operating units.
- Directs and participates in Manages public records disclosure, completes subpoenas for records, screens investigative and arrest reports for public dissemination.
- Monitors and maintains employee access to law enforcement documentation and information in accordance with applicable laws regulatory requirements. Provides audit support for mandated oversight, education and use of the ACCESS system. Responds to audit results, providing corrective actions as necessary.
- Assists in preparing budget estimates; supervises maintenance of operating evidence and records; prepares operational reports and business plans.
- Plans, lays out, assigns, and reviews the work of subordinate employees performing duties in support of evidence and records management and maintenance of office working files and storage areas;
- Interviews, hires, and may train new employees;
- Develops forms, procedures, and systems for supervised sections.

- Studies and analyzes forms, procedures, practices and systems; recommends changes to improve the effectiveness of operating units.
- Compiles information and prepares a variety of reports related to records and evidence management and departmental activities.
- Operates computers and standard office machines.
- Performs related work as required.

REQUIREMENTS OF WORK:

Knowledge of:

- ~~Considerable knowledge of sSupervisory practices, office management principles, practices, and procedures and modern records management and techniques.~~
- Office management principles, practices, procedures, and organization to plan, assign, and coordinate staff activities.
- Principles, practices, and techniques of program and project planning and management.
- Principles and practices of public administration, including budgeting, purchasing, and maintaining public records.
- Pertinent federal, state, and local laws, codes, and regulations, including applicable WASPC and FBI standards and NIBRS reporting procedures, and ability to learn and continuously update knowledge.
- ~~Considerable knowledge of and/or ability to learn applicable city ordinances, state and federal laws, criminal history records privacy procedures, and case report preparation.~~
- Considerable knowledge of the pPolicies and procedures of the pPolice rRecords section and propertyEvidence facility.
- ~~Considerable knowledge of supervisory practices, office management principles, practices, procedures and modern records management and techniques.~~
- Considerable knowledge of bBusiness English language and skills needed for typical business communication such as presentations, meetings, correspondence, and report writing and arithmetic.
- Business math and numerical data analysis.
- Current technology including computers, software applications, office equipment, etc.
- ~~Knowledge of dData processing, entry and retrieval.~~
- Knowledge of eOccupational and safety hazards, and procedures relating to biohazardous, chemical, and infectious waste stored within the propertyEvidence facility.
- ~~Knowledge of data processing entry and retrieval.~~

Ability to:

- Effectively lead and manage staff by developing and directing people as they work.
- ~~Ability to dDesign and implement new ideas, policies, procedures and programs.~~
- Prioritize and administer multiple technically complex assignments concurrently, meet deadlines, and work well under pressure.
- Ability to eCommunicate effectively, both orally and in writing.
~~Ability to assign, instruct, review and evaluate work of subordinates.~~
- Ability to eEstablish and maintain effective working relationships with others.
- Use tact and diplomacy subordinates and skill in dealing with the public sensitive and complex issues courteously, firmly, and effectively.
- Ability to mMaintain complex records and prepare reports from varied sources of information.
- Research, understand, analyze, interpret, and apply regulatory information.
- Use sound judgment in making decisions.
- Ability to mMaintain proper confidentiality of information, records, and property evidence.
- Adapt to changing demands and priorities.

TYPICAL EQUIPMENT USED

Personal computer and associated software, telephone, calculator, and other general office equipment.

PHYSICAL REQUIREMENTS:

~~Ability to see, with or without corrective lenses, well enough to read fine print.~~

~~Ability to hear, with or without a hearing aid, and speak well enough to converse on the telephone.~~

~~Enough manual dexterity to write and use office machines.~~

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Must possess the ability to transport a computer laptop from one work location to another.

WORK ENVIRONMENT

Incumbent works primarily in a standard office environment with moderate noise levels and controlled temperature conditions. Work involves frequent interaction with staff and public and private representatives in responding to inquiries and interpreting and enforcing departmental policies and procedures. Duties may require some work during nonstandard hours such as evenings, weekends, and holidays.

MINIMUM EDUCATION AND EXPERIENCE:

~~Open Entry Requirements: Graduation from an accredited college or university with a bachelor's degree in Business Administration, Criminal Justice or related field; AND, four years' experience in criminal justice records management, including a minimum of two years of supervisory experience. Additional education may be substituted for the non-supervisory experience, or additional experience may be substituted for up to two years of the educational requirements, on a year-for-year basis.~~

~~All applicants must submit to a polygraph examination, fingerprint, and background investigation prior to appointment, and must obtain WACIC/ACCESS I and II certification within six months from date of hire.~~

MINIMUM QUALIFICATIONS

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open-Entry Requirements:

- Education: Graduation from an accredited college or university with a bachelor's degree in public or business administration, criminal justice, or related field.
- Experience: Four years of increasingly responsible work managing complex business services involving multiple work groups and a large number of employees (30+), including a minimum of two years of full scope supervisory experience with responsibility for hiring and disciplinary/termination processes.

Licenses and Certifications:

- Must possess or obtain WACIC/ACCESS I and II certification within six months from date of hire.

NOTE: Applicants must submit to a polygraph examination, fingerprint, and background investigation prior to appointment.

Revised: 1/2015, [TBD](#)

Reviewed:

Deleted: 8/2018

[Reactivated: TBD](#)

[Retitled: TBD](#)

Union: M&P Range: 47

EEO: 2



Job Classification Specification

CITY OF SPOKANE CIVIL SERVICE COMMISSION

• ESTABLISHED 1910

SENIOR TREASURY SPECIALIST

SPN: 123

Bargaining Unit: M&P-B

Pay Range: <#>

Effective Date: <m/y>

CLASS SUMMARY

Performs complex cash investment, banking, treasury, and debt management activities to monitor and maintain cash flow and debt services for the City. Maintains current list of bank accounts and authorized signers and serves as a primary contact between the City and its financial service providers. Work requires understanding of and the ability to manage banking-based strategies and technologies for City cash collection, deposits, and holdings, and the ability to use specialized treasury management software applications. Employee exchanges information regularly with internal and external contacts. Duties are sedentary and performed in an office environment.

CLASS CHARACTERISTICS

This advanced journey-level professional classification is responsible for performing cash management, accounting, investment, and debt functions specific to City treasury management. Positions in this job class exercise independent judgment and initiative in their assigned tasks. Assignments are given with general guidelines, and work is typically reviewed upon completion and as unusual or difficult situations arise. This job class is distinguished from the Accountant and Senior Accountant because it is responsible for cash-based transactions, the use of treasury-specific cash management tools, and the advanced understanding of the banking activities of the City.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises direct supervision over professional, technical, or administrative support staff.

EXAMPLES OF JOB FUNCTIONS

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Monitors and calculates department fund positions, payment totals, and batch accounting processes. Researches and coordinates resolution of fund balance issues and other exceptions. Creates, reconciles, validates, and posts daily financial batches and reports.
- Reconciles and processes daily check clearing batches for accounts payable and payroll; monitors and resolves check posting exceptions; researches and coordinates resolution of issues with departments and banks.
- Calculates, confirms, communicates, and documents daily liquidity transfer needs; estimates future needs based on projected activity.
- Reconciles bank activity with posted transactions; identifies, researches, and documents card payment chargebacks, bank adjustments, and other discrepancies; notifies affected departments and assists in resolving issues.
- Maintains financial and merchant processing account signatories and users; communicates changes or updates with financial service providers; instructs departments on merchant

- processing requirements and restrictions; and coordinates the implementation, maintenance, settlements, and deactivations related to card merchant payment operations
- Orders equipment and banking supplies for departments.
 - Plans, organizes, assigns, supervises, and reviews the work of assigned staff; trains and coaches staff, and evaluates employee performance; effectively recommends initial disciplinary action; and assists in selection and promotion.
 - Maintains systems, schedules, and records related to City debt. Coordinates payments to municipal bond holders, organizes debt-related documentation, and resolves annual invoices for bond management and payment services. Creates, documents, and posts debt service payment batches for internal and external City debt issues.
 - Advises treasury and finance officials on transactions including debt service payment, processing, and interest allocation. Responds to inquiries from business improvement district (BID) representatives and other internal and external partners.
 - Estimates effects of future investment purchases or maturities, reconciles actual interest against expected amounts, and posts interest received to ledger accounts.
 - Creates, documents, posts, and archives monthly sales and property tax transaction batches and reports; monitors and ensures timely excise tax payments and transfers; reconciles excise tax submissions and verifies check amounts; prepares and archives forms and records.
 - Reconciles and posts payments related to City accounts, local improvement districts, BIDs, and the Local Government Investment Pool.
 - Trains cash handlers on acceptable cash handling methods; reviews, updates, and advises on the City's cash handling policies and procedures.
 - Prepares reports, records, and archives of cash transactions, debt records, and reconciliations.
 - Performs related work as required.

COMPETENCIES

Competencies are the measurable or observable knowledge, skills, abilities, and other personal characteristics (KSAOs) important to successful job performance.

- **Accountability:** Holds self and others accountable for measurable, timely, and cost-effective results. Accepts responsibility for mistakes.
- **Accounting:** Accounting practices, principles, procedures, and methods; accounting and tax law specifically related to governmental organizations.
- **Attention to Detail:** Ensures information is complete and accurate.
- **Compliance:** Assesses, evaluates, and monitors procedures for compliance with laws, regulations, guidance, and standards.
- **Computer Skills:** Uses computers, software applications, databases, and automated systems to accomplish work.
- **Customer Service:** Effectively deals with the public and City personnel by anticipating and meeting their needs.
- **Decision Making:** Makes sound, well-informed, effective, timely, and objective decisions.
- **Financial Systems:** Understands the standards, architecture, and specifications of automated financial systems, including source documents, system flows, system interfaces, and related internal controls.
- **Interpersonal Skills:** Establishes and maintains effective working relationships with internal and external contacts.

- **Knowledge Management:** Gather, organize, and maintain information; determine its importance and accuracy; and communicate it by a variety of methods.
- **Leadership:** Influences, motivates, and challenges others, and adapts leadership styles to a variety of situations.
- **Mathematical Reasoning:** Understands and uses mathematical and statistical techniques to solve practical problems.
- **Office Technology:** Uses modern equipment and communication tools, including computers and relevant software programs, to complete business functions.
- **Oral Communication:** Makes clear and convincing oral presentations to individuals or groups; listens to others, attends to nonverbal cues, and responds appropriately.
- **Organizational Awareness:** Maintains current knowledge of the mission, programs, policies, procedures, rules, and regulations of the City, the Finance, Treasury and Administration Department, and the departments or divisions served.
- **Organizing Work:** Organizes work, sets priorities, determines resource requirements, and coordinates with others to accomplish goals.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; and makes recommendations.
- **Reading:** Reads, analyzes, and interprets complex technical information including periodicals, journals, procedures, and governmental regulations.
- **Reasoning:** Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.
- **Research:** Applies principles, methods, and processes to conduct a systematic and objective inquiries, including study design, collection, analysis, and interpretation of data.
- **Strategic Awareness:** Formulate objectives and priorities and implement plans consistent with the long-term interests of the department and the City.
- **Supervision:** Plans, coordinates, and monitors work assignments of others; evaluates work performance and provides feedback; ensures that staff are treated in a fair and equitable manner.
- **Written Communication:** Understands the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar. Prepares written documents to transfer information to audiences with varying levels of technical knowledge.

TYPICAL EQUIPMENT USED

General office equipment, personal computer, and associated office, accounting, and financial software.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information, and climb stairs to access documents in storage rooms. Employees must possess

the ability to transport a computer laptop from one work location to another and to carry a box of papers weighing up to 25 pounds.

WORK ENVIRONMENT

Employees work in a standard office environment with moderate noise levels and controlled temperature conditions. Employees have frequent interaction with others in interpreting and enforcing departmental policies and procedures.

MINIMUM QUALIFICATIONS

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open-Entry Requirements:

- Education: Bachelor's degree from an accredited college or university in accounting, finance, or business administration; and
- Experience: Three years of experience as a professional accountant and two years of experience in banking or related work to include cash deposits and settling, credit card payments, and bank reconciliations.



Job Classification Specification

CITY OF SPOKANE CIVIL SERVICE COMMISSION

• ESTABLISHED 1910

DIGITAL FORENSICS ANALYST

SPN: 152

Bargaining Unit: M&P-B

Pay Range: <#>

Effective Date: <m/y>

CLASS SUMMARY

Acquires, processes, analyzes, and preserves digital forensic evidence in support of criminal investigations; prepares evidence for examination; reports orally and in writing; and testifies in court about the procedures used and results obtained. Assignments are given with established guidelines and policies, and incumbents are responsible for prioritizing work tasks and developing procedures for a variety of duties within the scope of the job. Work is periodically reviewed for compliance with policies and procedures. Employee exchanges information regularly with internal contacts and occasionally with external contacts. Duties are sedentary in nature and performed primarily in an office environment, but travel to various work locations may be required.

CLASS CHARACTERISTICS

This is a journey-level professional classification that applies knowledge and expertise to perform the full scope of digital forensics work. Incumbents are expected to perform the full range of assigned duties, work independently, and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this classification are distinguished from Crime Analyst because the former is responsible for acquiring evidence from electronic devices, hardware, and software.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision of employees, but may act in a lead capacity over small groups.

EXAMPLES OF JOB FUNCTIONS

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Plans and coordinates digital forensic science activities, and determines strategies for digital forensic analysis based upon specific criminal case requirements. Identifies and acquires digital evidence from modern computer sources including but not limited to personal computers, thumb drives, cell phones and tablets, Internet of Things devices, and local and server-based storage.
- Maintains chain of custody and forensic validity of evidence and related documentation. Prepares digital media for imaging by ensuring data integrity. Preserves digital data and evidence.
- Creates forensically sound duplicates of evidence that ensures the original evidence is not unintentionally modified. Documents original condition of digital and other evidence, and makes backup copies of digital information.
- Recovers hidden, deleted, or corrupted files; traces network, internet, and cellular communications. Detects, accesses, and analyzes password-protected or encrypted data,

- alternate data streams, and other forms of concealed data. Performs virus scanning on digital media.
- Performs forensic keyword searches and records results. Queries, extracts, and reports on data from relational databases while maintaining data integrity.
 - Analyzes data and provides technically accurate results and reports.
 - Researches and adopts new hardware, software, and processes in the digital forensic field. Maintains, calibrates and validates tools, techniques, equipment, and software used in the forensic examination process.
 - Provides technical guidance and training to investigators and prosecutors.
 - Documents hardware and software configuration of examiner's system and systems to be examined, including drive conditions and internal components. Documents irregularities encountered, actions taken in response, and any changes made to systems.
 - Acts as an expert witness in court, grand jury, or other legal proceedings through oral testimony, written reports or affidavits, or other legal instruments. Prepares and provides oral and written reports.
 - Performs related work as required.

COMPETENCIESKnowledge of:

- Tools, including forensic software applications, and techniques used in data recovery and preservation of electronic evidence.
- Processes for collecting, packaging, transporting, and storing electronic evidence to avoid alteration, loss, damage, or destruction of data.
- Modern office equipment, procedures, and methods.
- Office computer applications, internet browsers, e-mail and instant messaging applications, financial software applications, and database management applications.
- Computer hardware components and functions, including handheld and Internet of Things (IoT) devices.
- Data backups, types of backups (e.g., full, incremental), and recovery concepts and tools.
- Encryption algorithms, digital steganography, and other forms of data concealment.
- Evidence handling procedures, including the federal rules of evidence.
- Court processes relating to providing expertise through affidavits, testimony, or other legal instruments.
- Mathematical functions.
- Computer network, desktop, and mainframe operating systems and their applications.
- Mission, policies, procedures, and regulations of the Spokane Police Department.
- State, federal and local laws, rules, and regulations pertaining to public-sector technology management.
- Analysis, statistics, and research techniques in order to interpret and analyze data.
- Computer systems including interfaces, data storage, wireless communication technology, file systems, and networking.
- Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Skill at:

- Physically assembling and disassembling personal computers and other electronic devices.

Ability to:

- Work independently and take responsibility for task completion.
- Pay attention to detail and be thorough when performing work.
- Conduct forensic analyses in multiple operating system environments and formulate conclusions.
- Use computers, software applications, and standard office equipment to accomplish work.
- Design new methods and apply innovative solutions to problems; and adapt behavior or work methods in response to new information.
- Make sound, well-informed, effective, timely, and objective decisions, even when data are limited or solutions produce unpleasant consequences.
- Preserve evidence integrity according to local, state, and federal standards.
- Behave in an honest, fair, and ethical manner; to show consistency in words and actions; and to model high standards of ethics.
- Maintain confidentiality of information.
- Establish and maintain effective working relationships, and to facilitate teamwork to achieve goals.
- Develop, understand, and use complex mathematical and statistical functions to solve practical problems.
- Express and receive information, both orally and in writing.
- Gather and analyze complex data to identify problems; weigh relevance and accuracy of information; generate and evaluate alternative solutions; and make recommendations.
- Read, analyze, and interpret complex technical information including periodicals, journals, procedures, and governmental regulations.
- Identify rules, principles, or relationships that explain facts, data, or other information; analyze information and make correct inferences or draws accurate conclusions.
- Organize work, set priorities, meet deadlines and follow up on assignments under general supervision.
- Communicate complex concepts using non-technical terms for diverse audiences.
- Follow laboratory policies and procedures for Spokane Police Department operations.
- Provide expert consultation throughout investigative process on matters relating to digital evidence and digital analysis.
- Prepare clear and concise reports, correspondence, and other written materials including statistical and technical data.

TYPICAL EQUIPMENT USED

Personal computer and associated software, tablet, telephone, general office equipment, computer servers, and forensic laboratory equipment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and

file information. Employees must possess the ability to transport computer equipment weighing up to 20 pounds.

WORK ENVIRONMENT

Employees work in a standard office environment with moderate noise levels and controlled temperature conditions. Employees have frequent interaction with staff and/or public and private representatives. Duties may require travel to offsite work locations or crime scenes in the presence of commissioned officers, and evening, weekend, holiday, and on-call work.

MINIMUM QUALIFICATIONS

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open-Entry Requirements:

- Education: Bachelor's degree in computer science, information systems, information security, or related field.
- Experience: Two years of experience conducting digital forensic examinations on personal computers and mobile devices.

Licenses and Certifications:

- Possession of a valid driver's license, to be maintained throughout employment.
- Possession of a certification comparable to one of the following is required within six months of appointment: International Association of Computer Investigative Specialists (IACIS) Certified Mobile Device Examiner, IACIS Certified Forensic Computer Examiner, or Law Enforcement & Emergency Services Video Association International (LEVA) Certified Video Forensic Technician.
- Possession of all three certifications (or comparable) is required within 18 months of appointment. These certifications must be maintained throughout employment.

Background Check:

- All applicants are subject to a thorough police background investigation, including but not limited to criminal history, pre-employment drug screening, and polygraph.

Civil Service
Commission



Item 4B – 2023 Annual Report Presentation

Background

The Chief Examiner will present the 2023 Annual Report for review and adoption.

Commission action is required.