

**CITY OF SPOKANE**  
**CIVIL SERVICE COMMISSION MEETING**  
**MINUTES**  
**June 21, 2016**

Craig Hult, Chair, called the regular meeting to order at 9:30 a.m. Present were Craig Hult, Mark Lindsey and Phyllis Gabel. Kathy Sewell had an excused absence.

**Motion to amend agenda:**

A motion to amend the agenda as follows:

Correct Agenda Item III: addition of SPN 130 IT Project Manager for adoption.

**Agenda Item I.**

**Approval of Minutes:**

Mr. Craig Hult introduced the minutes from the regular meeting of May 17, 2016. Hearing no changes or corrections, the minutes stand as written.

**Agenda Item II.**

**Staff Activities:**

The Chief Examiner, Ms. Gita George-Hatcher reported the following statistics for the months of April:

**March:**

Announcements issued:	18	Classifications revised:	4
Examinations:	77	Classifications new/deleted:	3/2
Requisitions received:	35	Requisitions certified:	36
Class Surveys completed:	15	Class Surveys in progress:	2
Requisitions pending:	2	Requisitions canceled:	0
Average days from department initiation of request to receipt in Civil Service:	2.8		
Average days from requisition receipt to certification:	.5		
Percentage certified within 24 hours:	100%		
Average days from department initiation to completion of hire	17.8		

Ms. Gita George-Hatcher reported on the Rule Review process. The group has completed review of rules one, two, three, four and half of number five. The next session is scheduled for tomorrow, June 22, 2016. All but two of the items approved by the Committee have the support of staff.

Job Analysis training will be starting August 22<sup>nd</sup> with Biddle Consulting. SPN 915 Police Sergeant has been selected to be the first hands on analysis for the group to work on.

The preliminary budget has been completed and was submitted May 31, 2016. The percentage amount is within the prescribed range at .67 of the total classified personnel payroll.

A large scale evaluation of Municipal Court positions has been completed. The Clerk II's and Cash Accounting Clerk I's are being re-classified to Court Clerk I and the Clerk III's are being re-classified to Court Clerk II. Ms. George-Hatcher recognized and thanked Analyst Nicole Goes for the tremendous amount of research and work that was involved in surveying all the incumbents, creating the new classifications and obtaining the appropriate concurrences.

The Chief Examiner reported that staff has been working with the Information Technology department on their reorganization since July 2015. Due to the significant reorganization that is being undertaken, Civil Service has proposed conducting a systematic study of all the existing positions within IT in order to not only follow the Charter and Civil Service rules but also to be in keeping with professional standards for the creation of appropriate classifications, titles and lines of progression. The study would also provide a solid understanding of the work being performed by incumbents currently in the various IT classifications and any effect these changes may have on their present classifications. In the meantime, Civil Service has continued to work with the IT department on creating and revising IT job descriptions, and conducting recruitment, in addition to all other assigned tasks. The completed positions are Senior Project Manager, Database Administrator, Senior Information Security Analyst and IT Project Manager as well as two other new IT related positions currently in another department. Additionally, project positions have been authorized in the interim, in order to allow work to continue, including five new project positions that were just approved this week. The Chief Examiner is also working with the IT department to fast track positions needing minimal revisions.

Ms. George-Hatcher also recognized and thanked Analyst Ken Hoekema for working with all the appropriate parties to craft a shortage recruitment for Waste to Energy Crane Operator as a result of new training requirements that were added in order to compete for the position.

Ms. George-Hatcher reported that there has been one application turned in for the Civil Service Commission and another one in process for the vacancy coming up in December due to the expiration of Ms. Phyllis Gabel's term. Mr. Joe Cavanaugh, President of Local 270 has informed us that he has contacted a potential candidate for the current vacancy created by the departure of Ms. Cheryl Beckett and will keep us updated.

The Commissioners Potluck will be held August 18, 2016.

The Stuart Consulting Group has completed their process with the department.

Ms. George-Hatcher gave the Commission her schedule for the summer.

**Agenda Item III.**

**Classification Resolution:**

**Adoptions:**

SPN 082	Event and Group Rental Manager
SPN 659	WWTP Assistant Plant Manager
SPN 130	IT Project Manager

**Title Change:**

SPN 082	Event and Group Rental Manager
SPN 659	WWTP Assistant Plant Manager

**Deletions:**

SPN 073	HMIS Coordinator
SPN 594	WTE Disposal Operations Supervisor

A motion was made by Mr. Mark Lindsey to adopt all the changes and was seconded by Ms. Phyllis Gabel. The motion passed unanimously.

**Agenda Item IV.**

**Election of Vice Chair**

A motion was put forth for Mr. Lindsey to be the Vice Chair of the Civil Service Commission by Ms. Gabel. It was seconded by Mr. Hult and the motion passed unanimously.

**Agenda Item V.**

**Other Business**

No other business

There being no additional business to come before the Commission, the meeting was adjourned at 9:46 a.m.



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Gita S. George-Hatcher  
Chief Examiner