



AGENDA

REGULAR MEETING OF THE CIVIL SERVICE COMMISSION

9:30 AM FEBRUARY 19, 2019

CITY HALL – COUNCIL CHAMBERS

808 W. SPOKANE FALLS BLVD., SPOKANE, WA 99201

1. CALL TO ORDER/ROLL CALL

2. APPROVAL OF MINUTES

(p.3)

Action Required

3. PUBLIC COMMENT

4. APPEAL PROCEEDINGS

- a. A. Eva Procedural Hearing

5. CHIEF EXAMINER'S REPORT

6. PRESENTATIONS

- a. Item Bank
(Ackermann)

7. NEW BUSINESS

Action Required

- a. Special Budget Ordinance for Project Employee
(Richards)(p.5)
- b. Travel Card Approval for Chief Examiner
(Richards)(p.8)
- c. Police Agency Disqualifiers
(Richards)(p.10)

8. EXECUTIVE SESSION - PERFORMANCE OF A PUBLIC EMPLOYEE - RCW 42.30.110(1)(g)

9. ADJOURN

Notes:

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 Council Chambers in the lower level of City Hall is wheelchair accessible and is also equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of a picture ID) at the City Cable 5 production booth on the first floor, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write or email Human Resources at:

- Phone: 509.625.6363
- Address: 808 W. Spokane Falls Blvd, Spokane, WA 99201
- Email: msteinolfson@spokanecity.org

Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. All requests for accommodation must be made at least forty-eight (48) hours before the meeting date.

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

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REGULAR MEETING OF THE CIVIL SERVICE COMMISSION
January 15, 2019 Minutes

1. CALL TO ORDER/ROLL CALL

Chair Lindsey called the meeting to order at 9:30 a.m.

Commissioners Gilmore, DeCounter, Hult, and Stephens were present.

2. APPROVAL OF MINUTES

Commissioner Gilmore recommended amendments to the December 18, 2018 Minutes as follows:

- a. Number 3 – Public Comment: To add “Agenda” before “Item” as minutes are done for people not attending the monthly meeting.
- b. Number 5 – Presentation: The first time a name is used to use full name, after that can use an initial with a last name.
- c. Number 7a – New Business: Need to capture full detail of motions.

Commissioner Hult recommended the following amendment to the minutes: Strike additional Motion Vote by Gilmore/Hult (Hult was absent), Agenda Item 7c.

MOTION: Move to approve December 2018 minutes as amended.

DeCounter/Gilmore: Motion passed unanimously.

3. PUBLIC COMMENT

- a. Bob Olsen-Local 270 Board Member stated regarding December 2018 Minutes, Agenda Item 7b; Local 270 has talked and would like to see the meetings being broadcast by Channel 5. Commissioner Gilmore stated that they need to direct the Chief Examiner to do what it takes to get it done. Chief Examiner Richards will reach out to Channel 5 for the February 2019 meeting.
- b. Nathaniel Odle-City Attorney provided comment regarding Agenda Item 6b

4. CHIEF EXAMINER’ REPORT

Chief Examiner Richards provided updates regarding Civil Service Department operations.

5. UNFINISHED BUSINESS

- a. Contract with Koff and Associates for Classification Plan
MOTION: Approval to move forward regarding Contract with Koff and Associates for Classification Plan.
Stephens/DeCounter: Motion passed unanimously.

6. ADDENDUM: NEW BUSINESS

- a. Counsel Mike Piccolo recommended amending the agenda to add an item to New Business to discuss the Order for Issuance of Subpoenas in the Appeal of Adriano Eva
MOTION: Move to amend January 15, 2019 Commission Agenda to add discussion regarding Order of Issuance of Subpoenas in the Appeal of Adriano Eva.

Stephens/Gilmore: Motion passed unanimously.

- b. Discussion of the Order for Issuance of Subpoenas in the Appeal of Adriano Eva
MOTION: Move Adriano Eva Appeal Discussion regarding Subpoenas and other issues related to hearing to February 19, 2019 Civil Service Commission Meeting; Move Adriano Eva Appeal Hearing to March 19, 2019 Civil Service Commission Meeting
DeCounter/Stephens: Motion passed unanimously.

7. ADJOURN

The commission adjourned at 10:25 a.m.

DRAFT



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SPECIAL BUDGET ORDINANCE FOR PROJECT EMPLOYEE

BACKGROUND

The Commission Department has large amount of project-based work slated for 2019 and is seeking to hire an Administrative Specialist in a project employee role for one year. This position is ideal because it can take on some of the work the analysts are currently doing, and can also assist with administrative tasks, which will help relieve the overburdened administrative team. The anticipated breakdown of tasks is as follows:

PROJECT/INITIATIVE	PERCENTAGE	JUSTIFICATION
SUPPORTED EMPLOYMENT PROGRAM	25 – anticipated	This is a new program and the ongoing impacts are currently unknown; however, over the course of 2019 there is a substantial body of work involved in getting the program established.
RECORDS COORDINATION	25	This is project-based work. The Commission Department is responsible for maintaining all personnel files for City staff. The department has delayed records maintenance in an effort to keep operations up with demand. Once caught up with this work, records it is anticipated that maintenance will be manageable.
REBRANDING/RECRUITING	25	This is a relatively new initiative. Rebranding is project-based and finite, while recruiting is ongoing. However, this position will be used to create a new strategic recruiting plan in conjunction with Human Resources, and that work is also project based and finite.
SPECIAL PROJECTS	15	TBD – special projects arise regularly, however, nothing additional can be assigned to staff. Priority number one is to train new staff in their primary duties so that we are up to full operational capacity as quickly as possible. Once that happens, and we have caught up with the backlog of work, special projects can easily be assigned out to both analysts and administrative personnel. This is preferred as it offers opportunity to build and hone skills; keeping work interesting for the Civil Service team.

PERFORMANCE MEASURES	10	This is a relatively new initiative and will require additional upfront work. Once established, the ongoing work is expected to be manageable.
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At the end of the project period, the department will have a better idea of ongoing work and workforce needs. We currently anticipate either of the following outcomes:

- The department will need an additional FTE, but will have a much better idea of what type of ongoing work that position will accomplish. If this is the case, initial thinking is that addition of a Clerk II position would be the correct level, not an Administrative Specialist. Additionally, we could budget appropriately for the position during the annual budget cycle and accompany that with solid justification for the request.
- The department will not need an additional FTE.

A third option, to extend the project period is also possible, though this seems the least likely.

BUDGET

The Commission ended 2018 with approximately \$50K in budget surplus. This surplus is normally returned to the General Fund in accordance with the Charter. Once the surplus was identified, staff reached out to the Administration to see if it was possible to roll the surplus forward in order to hire a temporary staff person to assist with the project work. The Administration was in support of this request, however, after discussion with the Director of Management and Budget we learned that funds cannot be encumbered in this way. The Administration and Director of Management and Budget offered two options in support of this request. One, to just see how the year goes and if it looked like we were overspending, we could seek additional funds toward the end of the year, or two; submit a special budget ordinance (SBO) to Council to seek their approval for additional funds. We also discussed that it made more sense going this route, to ask for a full year of funding for this position and use a project employee rather than a temporary employee as the difference in funding is minimal as is the impact to the City overall when the 2018 CS budget surplus is factored in. The cost for an Administrative Specialist in a project employee capacity for one year is \$81,902.37.

CONCLUSION

After discussion, staff determined the cleanest and most transparent option was to seek a SBO. As of this writing, we have submitted an SBO to Council which will be initially discussed on February 11th at their Sustainable Resources Committee meeting. If it goes forward for consideration, this item will be on the Council Agenda for approval on February 25th and we would receive the funds before the end of the month. This allows time for the Commission to consider the item and approve or deny the request before it goes forward to Council for final approval. If the vote is to deny this request, staff will simply request to have the item removed from the Council agenda. A request for a project employee will be

submitted to the project committee for consideration at it's February meeting as well. If all requests are approved, the goal is to have an employee in place by late March or early April.

ADMINISTRATIVE SPECIALIST SALARY FOR PROJECT EMPLOYEE

Admin Specialist		
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Salary		65,895.61
Medical-City Contribution	52310	14,399.76
Dental	52320	1,500.00
Industrial Ins.	52400	107.00
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Total		81,902.37



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TRAVEL CARD FOR CHIEF EXAMINER

BACKGROUND

Commission approval is needed in order to secure a travel card for the Chief Examiner. See attached form.



CITY OF SPOKANE
808 W. Spokane Falls Blvd.
Spokane WA 99201-3316

TRAVEL CARD APPLICATION

Direct this form and any questions to the Accounting Department, 625-6028.

EMPLOYEE / DEPARTMENT INFORMATION

First Name	Middle Initial	Last Name
		()
Department Name	Employee Business Phone	
Department Mailing Address	City	State Zip

Please provide the following information for identification security:

Birth date (full)	Dept #	PeopleSoft 5-digit Employee #
Applicant understands that this is a City of Spokane card and is to be used for authorized travel charges only.		

Applicant understands that travel arrangements shall be made in accordance with City of Spokane Travel Policy.

Applicant certifies that he/she has not been convicted of a theft-related offense and agrees to a criminal background check, if requested by the City.

Signature of Applicant

Date

I am a permanent City Employee.

YES ☐ NO ☐

Signature of Authorizing Department Head

Date

Printed Name of Authorizing Department Head

OFFICE INFORMATION (To Be Completed by Accounting)

Signature of Director of Accounting

Date



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POLICE AGENCY DISQUALIFIERS

BACKGROUND

Police agency disqualifiers are considered cause for disqualifying uniformed police applicants from the hiring process. These are generally more in-depth than the cause defined for non-law enforcement personnel. This is because of the nature of work required by uniformed officers, and more importantly, because of the critical role law enforcement plays in fostering public trust and public safety.

Disqualifiers should be objective, job related, and reflect the minimum standard the Commission is willing to accept with regard to police applicants. Balance must be achieved in order to establish a solid bar without being overly restrictive.

The Police Department does not appear to have a formally adopted set of agency disqualifiers. They have been using an internal document to determine cause in the past. This was unintentional, however, it is problematic because an appointing authority does not have authority to establish cause; that authority belongs to the Commission.

This issue was recently identified. Since that time, Civil Service staff and Police Department staff have worked together to develop a draft list of agency disqualifiers that could be used to constitute cause for removal.

If adopted, this document will be used to:

- pre-screen applicants before they are added to the eligibility list and sent to the appointing authority, and
- disqualify applicants for items discovered during the background investigation process

This will correct the issue identified above, and will also serve to streamline the hiring process for police on both the Civil Service and appointing authority sides.

Attachment:

Police Agency Disqualifiers

CITY OF SPOKANE CIVIL SERVICE – POLICE AGENCY DISQUALIFIERS

Applicants shall be automatically disqualified for employment with the Spokane Police Department in the following circumstances

DRIVING

- Traffic crime conviction for DUI or Reckless Driving in the last 5 years. Two or more DUI convictions total. Diversion or other similar action shall be the same as a conviction.
- Suspension of driver's license for any cause other than an administrative suspension, within the past 3 years.
- 3 or more moving violations in the past 3 years.
- 2 or more at-fault accidents in the past 3 years.

DRUG USAGE

- Any illegal use, distribution, or possession of any controlled substance, as an adult, within 5 years prior to application.
- Any drug test of the applicant, during the course of the hiring process, where illegal drugs are detected.
- Use or possession of marijuana as an adult, within one year prior to application for employment.
- Conviction or admission of the illegal use of any controlled substance while employed in a criminal justice capacity.
- Manufacture or cultivation of a drug or illegal substance, as an adult.

CRIMINAL ACTIVITY

- Any felony conviction as an adult.
- Conviction of any crime under a domestic violence statute as an adult.
- Conviction of two or more misdemeanor offenses classified as a misdemeanor under Washington law as an adult within five years of application.
- Conviction of any crime against a child.

EMPLOYMENT

- Failing to be truthful or honest, by act or omission, at any stage of the hiring process; including training and certification.
- Dishonorable Discharge, Bad Conduct Discharge, or dismissed from any branch of the US Armed Forces, except for reasons of sexual orientation.

- Discharge for material cause from any position of criminal justice employment.
- Law Enforcement Certification, denied or revoked, for misconduct in this or another state.

FINANCIAL

- Conviction for failure to pay income tax, or judicial finding of failure to pay child support.

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